

Chapter 1

GENERAL AND ADMINISTRATIVE

Para	Title	Page
SECTION 1A-- GENERAL.		
1.1.	Purpose	1-3
1.2.	Scope	1-3
1.3.	Description of Volumes/Parts	1-4
1.4.	Format, Text, Figures, and Charts	1-6
1.5.	Channels for Submission of Proposed Revisions and Amendments	1-7
1.6.	Relation to other Directives	1-7
1.7.	Disposition of Records.....	1-7
1.8.	Service Test of Supply Systems or Procedures	1-8
1.9.	Supply Support Improvement Program (SSIP), HQ USAF/LGS	1-9
1.10.	Distribution of AFMAN 23-110CD.....	1-10
1.11.	Thru 1.14. [Unused]	
SECTION 1B-- RESERVED.		
1.15.	Thru 1.29. [Unused]	
SECTION 1C-- CHECK LISTS.		
1.30.	Purpose	1-11
1.31.	General.....	1-11
1.32.	Thru 1.44. [Unused]	
SECTION 1D-- FIELD VISITS.		
1.45.	Major Commands	1-12
1.46.	Air Force Materiel Command.....	1-12
1.47.	Rapid Area Distribution Support (RADS) Assistance by AFMC Combat Logistics Support Squadron (CLSS).....	1-12
1.48.	Other Type Field Visits to Air Force Activities and Security Assistance Program Recipient Countries by ALCs	1-14
1.49.	Visits to Headquarters Air Force Materiel Command and Air Logistics Centers	1-15
1.50.	Thru 1.59. [Unused]	
SECTION 1E-- RESOLVING SUPPLY DIFFICULTIES.		
1.60.	Purpose and Scope	1-16
1.61.	Types of Difficulties.....	1-16
1.62.	Documentation and Processing	1-17
1.63.	Processing Supply Difficulties	1-18
1.64.	Submission Channels.....	1-19
1.65.	Reporting Requirements	1-20
1.66.	Receipt of Supply Difficulties.....	1-21
1.67.	Thru 1.74. [Unused]	
SECTION 1F-- CHAFF ANNUAL REQUIREMENTS FORECAST (RCS: MTC-FM(A)8803).		
1.75.	Purpose	1-21
1.76.	Report Period	1-21
1.77.	Format.....	1-21
1.78.	Requirement	1-21

1.79. Thru 1.84. [Unused]

SECTION 1G-- RESERVED.

1.85. Thru 1.92. [Unused]

SECTION 1H-- RESERVED.

1.93. Thru 1.103. [Unused]

SECTION 1I-- AIR FORCE SUPPLY BOARDS/WORK GROUPS.

1.104.	Introduction.....	1-22
1.105.	Air Force Supply Executive Board (AFSEB)	1-23
1.106.	USAF Supply Chiefs Advisory Board	1-24
1.107.	Air Force Supply Wartime Policy Work Group	1-25
1.108.	Air Force Stockage Policy Work Group.....	1-26
1.109.	Air Force Weapon System Support Work Group (AFWSSWG).....	1-27
1.110.	Air Force Supply Master Planning Work Group.....	1-28
1.111.	Air Force Supply Training Advisory Council (AFSTAC).....	1-29
1.112.	Air Force Materiel Command Mission Support Work Group (AFMCMSWG) Charter.....	1-29
1.113.	Air Force Communications Supply Working Group (AF CSWG) Charter	1-30
1.114.	Thru 1.121. [Unused]	

SECTION 1J-- RESERVED.

1.122. Thru 1.131. [Unused]

SECTION 1K-- WHOLESALE LOGISTICS/SUPPLY FUNCTIONAL EXPERIENCE PROGRAM.

1.132.	General.....	1-31
1.133.	Purpose of the Program	1-31
1.134.	Mandatory Qualifications	1-32
1.135.	Selection Process	1-32
1.136.	Program Administration.....	1-33
1.137.	Career Broadening Assignments.....	1-34
1.138.	Follow-On Assignments.....	1-35
1.139.	Review Conference.....	1-35

Attachments

1A-1	Definitions	1-36
1A-2	Classes of Supply	1-103
1B-1	Reserved	
1C-1	Checklist -- Base Supply Officer	1-107
1C-2	Checklist -- Administration	1-108
1C-3	Checklist -- Management and Procedures Office	1-111
1C-4	Checklist -- Document Control	1-112
1C-5	Checklist -- Inspection	1-113
1C-6	Checklist -- Property Accounting.....	1-115
1C-7	Checklist -- Base Supply Physical Inventory.....	1-117
1C-8	Checklist -- Stock Levels and Reporting	1-118
1C-9	Checklist -- Distribution.....	1-119
1C-10	Checklist -- Receiving.....	1-122
1C-11	Checklist -- Maintenance Support Division	1-124
1C-12	Checklist -- Federal Catalog and Supply Publications	1-125
1C-13	Checklist -- Chief of Supply/Administration of Base Equipment Management System	1-126

1C-14	Checklist -- Fuels Management Officer	1-127
1C-15	Checklist -- Base Item Manager -- Special Inventory.....	1-131
1D-1	Reserved.	
1E-1	Sample Message Format - Supply Difficult Report	1-133
1E-2	Contact Points for Supply Difficulties	1-134
1E-3	Sample MILSTRIP Message -- Supply Assistance Request.....	1-136
1E-4	Reserved.	
1F-1	Format for Chaff Annual Requirements Forecast.....	1-138
1G-1	Reserved.	
1H-1	Reserved.	
1I-1	Reserved.	
1J-1	Reserved.	
1K-1	Format for Volunteer Letter.....	1-143

SECTION 1A-- GENERAL.

1.1. Purpose. This manual establishes a uniform system of stock control throughout the USAF by prescribing standardized procedures for the requisition, purchase, receipt, storage, stock control, issue, shipment disposition, identification of and accounting for supplies by AF organizations, and, where applicable, by the reserve forces. Title 10, United States Code 9832 gives the Secretary of the Air Force the authority to prescribe regulations for accountability and responsibility of air force (AF) property. The establishment of AF supply activities is the result of the Secretary exercising that authority. Organizational structure and procedures are outlined in the various volumes and parts of AFMAN 23-110, *The USAF Supply Manual*.

1.2. Scope.

1.2.1. The procedures prescribed herein become effective upon publication and will be applicable to:

1.2.1.1. Air Force organizations under the direct jurisdiction of the Chief of Staff, USAF.

1.2.1.2. Air Force organizations under the jurisdiction of overseas commands instructed to maintain formal stock record accounts.

1.2.1.3. Designated agencies other than the USAF accounting for technical AF supplies furnished by the USAF, except as may be specifically excepted by the Chief of Staff, USAF.

1.2.1.4. Procedures herein will apply in general to the processing of government furnished aircraft equipment through AF depots, except as specifically directed otherwise by the Commander, Air Force Materiel Command (AFMC), in appropriate AFMC publications.

1.2.2. These procedures, with exception of part 2, chapter 1, will not in general apply to the following, except as may be specifically directed by the Chief of Staff, USAF:

1.2.2.1. Types FL, FS, and FT stock record accounts; EY and EZ station numbers.

1.2.2.2. Air Force training films.

1.2.3. No deviations will be made from the procedures prescribed herein unless authorized by the Chief of Staff, USAF (paragraph 1.2.4.).

1.2.4. It is AF policy to have all government-owned property under cognizance of a responsible or accountable officer at all times. Under wartime conditions, existing instructions contained in the manual will remain in effect

whenever possible. Under these conditions, commanders in combat zones are authorized to modify or waiver formal accounting procedures where necessary due to local conditions.

1.3. Description of Volumes/Parts. The procedures prescribed in this manual are applicable to all USAF organizations accounting for AF supplies, except those specifically excepted. This manual is divided into the following volumes and parts.

1.3.1. Volume 1, Part 1, "Basic Air Force Supply Procedures," establishes a uniform system of stock control throughout the USAF by prescribing standardized procedures for the requisition, purchase, receipt, storage, stock control, issue, shipment, disposition, identification of and accounting for equipment and supplies (classified and unclassified) by USAF organizations and reserve forces. Other functions covered by this part include the implementation and operational instructions for MILSTRIP and the DoD Uniform Materiel Movement and Issue Priority System.

1.3.2. Volume 1, Part 2, "Assignment of Management Responsibilities and Account Numbers," provides a consolidated source for information concerning assigned stock record account numbers and assignment of item manager responsibilities.

1.3.3. Volume 1, Part 3, "Air Force Stock Fund and DPSC Assigned Item Procedures," prescribes the operating procedures for the Aviation Fuels Division, Clothing Division, Missile Fuels, Systems Support Division, and General Support Division. These procedures may include but are not limited to requisition, receipt, storage, issue, and item accounting. For those functions not covered by this part, the other applicable volumes of this manual will apply.

1.3.4. Volume 1, Part 4, "Standard Supply Codes, Formats, and Transaction Layouts," provides ready identification and use of various codes applicable to procedures covered in other portions of this manual. The codes contained herein are intended to standardize coding procedures and, unless otherwise specified, will be used. These codes and procedures are published for compliance by all concerned.

1.3.5. Volume 2, Part 1, "Global Combat Support System-Air Force (GCSS-AF)," provides information on the modernization of the Standard Base Supply System (SBSS). GCSS-AF has three major goals: (1) integrate the base-level combat support systems to provide enhanced decision support to the Wing Commander; (2) migrate base-level systems to an open, non-proprietary architecture to reduce costs; and (3) incorporate functional process improvements to enhance overall effectiveness and efficiency.

1.3.6. Volume 2, Part 2, "USAF Standard Base Supply System," establishes standardized procedures for all supply activities operated or supported by the USAF standard base supply system (SBSS). It is for use during and after converting the SBSS to the Unisis 2200/600 computer.

1.3.7. Volume 2, Part 3, "Supply/Fuels Wartime Planning," presents an overview of the planning process to give planners a "big picture" perspective so they can see where they fit into the wartime planning process. It provides planning information for major commands (MAJCOMs) as they relate to bases, provides base-level supply/fuels information, and highlights supply/fuels wartime support concepts. This represents standard AF processes and is presented to aid the Supply/Fuels planner in the planning process.

1.3.8. Volume 2, Part 4, "SBSS Remote Processing Station (RPS) Operations," establishes a uniform automated data processing (ADP) system and prescribes standard procedures relative to the SBSS automated data system (ADS) associated equipment.

1.3.9. Volume 2, Part 7, "Individual Equipment Element (IEE) System," establishes the automated procedures for AF Individual Equipment Elements operating under the SBSS. Part 7 will be required by those supply functions operating under the SBSS that automate their IEE.

1.3.10. Volume 2, Part 9, "Mission Capable (MICAP) Asset Sourcing System (MASS)," prescribes the procedures used by AF supply organizations operating under or supported by the SBSS. It is published for compliance by all individuals working in AF organizations which use the system to improve the efficiency of processing MICAP and related requirements.

1.3.11. Volume 2, Part 10, "Standard Base Supply System (SBSS) Supply Management Activity Group (SMAG)," prescribes the procedures of the Air Force Stock Fund (AFSF) as it relates to the interface of records with the SBSS and Accounting and Finance. Part 10 will be used by major commands, base-level, and depot-level resource managers to provide procedures and guidelines to manage stock fund programs.

1.3.12. Volume 2, Part 11, "Contingency Processing System (CPS)," prescribes procedures used by Air Force Supply organizations operating under or supported by the SBSS. Contingency Processing System (CPS) is an off-line microcomputer system that replaces current manual post-post procedures.

1.3.13. Volume 2, Part 12, "Logistics Application of Automated Marking and Reading Symbols (LOGMARS) Systems," prescribes procedures used by Air Force Supply organizations operating under or supported by the SBSS. LOGMARS is a system which interfaces with the Standard Base-Level Computer (SBLC) to retrieve data and update SBSS records. Part 12 maximizes user support with the use of bar-coded labels and scanners, and it saves time by eliminating the manual entry of common supply fields. Part 12 will be used at base-level in the Inventory, Bench Stock, and Storage and Issue Section of the Base Supply Complex.

1.3.14. Volume 2, Part 13, "Standard Base Supply Customer's Procedures," provides customers and organization commanders with most of the information they need to obtain effective supply support from the SBSS and to conduct efficient day-to-day supply operations with base supply. This publication explains standard supply procedures and practices at the organizational level.

1.3.15. Volume 3, Part 1, "Miscellaneous Materiel Management Procedures," establishes a uniform system of stock control by prescribing standardized procedures for the requisition, purchase, receipt, storage, stock control, issue, turn in, shipment, reporting, identification of and accounting for supplies by USAF depots, and other designated activities, and is published for compliance by all concerned.

1.3.16. Volume 3, Part 2, "Depot Supply Procedures," established ADP procedures for stock control, requisition, purchase, receipt, issue, turn in, shipment, reporting, identification of and accounting for supplies by ALC/Newark AFB depot supply activities, and other local organizations/tenant activities, and is published for compliance by all concerned.

1.3.17. Volume 3, Part 3, "Item Manager Whole Requisition Process (DO35A)," establishes a uniform ADP system and prescribes standard procedures for or relative to stock control, distribution, receipt, storage, issue, shipment, reporting identification, and accounting for item manager type items as USAF depots or other designated activities, and is published for compliance by all concerned.

1.3.18. Volume 3, Part 4, "Air Force Vehicular Equipment Logistics Management," prescribes procedures peculiar to the logistics management of vehicular equipment reported and controlled in the AF equipment management system/registered equipment management.

1.3.19. Volume 3, Part 5, "Air Force Recoverable Assembly Management System," establishes a uniform ADP system and prescribes standard procedures for operating the AF recoverable management system at AF depots or other designated activities.

1.3.20. Volume 3, Part 8, "Special Support Stock Control and Distribution System Procedures," establishes a uniform ADP system and prescribes standard procedures for or relative to stock control, distribution, receipt, storage, issue, shipment, reporting identification, and accounting for materiel required in support of selected USAF first-line aircraft, missiles, and systems.

1.3.21. Volume 4, Part 1, "Air Force Equipment System Policy and Procedures," specifies policy and procedural guidance applicable to AF activities, in the management of organizational equipment under the AF equipment management system (AFEMS). This includes development, validation, and use of equipment allowances, authorizations, accountable records, reports, and related management information. Procedures which apply the prescribed policy to the operation of the chief of supply (COS) where the standard base supply system (SBSS) is utilized are outlined in volume 2, part 2.

1.3.22. Volume 4, Part 2, "Air Force Equipment System Procedures for System Products," consists of information on the development, validation, and submission of reports in support of the AFEMS. It describes the concepts, objectives, system processes, file maintenance procedures, products, policies and specific responsibilities required to assure continuous and accurate submission of data.

1.3.23. Volume 5, "Air Force Medical Materiel Management System-General," establishes a uniform system of supply within USAF activities by prescribing a standard procedure for the management of AF medical materiel.

1.3.24. Volume 6, "Excess and Surplus Personal Property," contains the procedures, or references to procedures, necessary for the processing of local excesses within the AF supply system. Provides procedures for processing, receipt, storage, issue, shipment, disposition, control, and accounting for all USAF excess and surplus personal property at all USAF activities.

1.3.25. Volume 7, Part 1, "Mechanized Materials Handling Systems and Storage Aids Systems," establishes procedures and assigns responsibilities for the acquisition, modification, and installation of Mechanized Materials Handling Systems (MMHS) and Storage Aids Systems (SAS), and is published for compliance by all concerned.

1.3.26. Volume 7, Part 3, "The Air Force Shelf-Life Program," establishes guidance and procedures, and assigns responsibilities for management of the shelf-life of supply items throughout the Air Force.

1.3.27. Volume 7, Part 4, "Air Force Pricing Programs," outlines policies, responsibilities, and procedures of the AF Zero Overpricing Program (ZOP).

1.3.28. Volume 9, "Security Assistance Program Procedures," provides procedures for the requisition, purchase, receipt, storage, shipment, disposition, identification of, and accounting for supplies and equipment furnished by grant aid or foreign military sales to recipient countries.

1.4. Formats, Text, Figures, and Charts.

1.4.1. Numbering:

1.4.1.1. Volumes will be identified by numeric 1, 2, 3, etc.

1.4.1.2. Parts (where needed) within volumes will be identified as part 1, part 2, etc.

1.4.1.3. Chapters within parts or volumes will be identified by use of Arabic numerals: 1, 2, 3, etc. Each part and volume will begin with a chapter 1.

1.4.1.4. Sections will be identified by the chapter number plus a capital letter, i.e., sections in chapter 4 will be numbered 4A, 4B, 4C, etc.

1.4.1.5. Paragraphs within chapters are numbered with the chapter number first then the point paragraph numbering system. For example first level paragraphs in chapter 4 will be numbered 4.1., 4.2., 4.3., etc. Subparagraphs to paragraph 4.1. will be numbered 4.1.1., 4.1.2., 4.1.3., etc.

1.4.1.6. Pages will be numbered by use of Arabic numerals denoting chapter and page, beginning with page 1 for each chapter. Page numbers will be composed of the chapter number, followed by a hyphen, then the appropriate page number of that chapter. For example, the pages of chapter 3 will be numbered 3-1, 3-2, 3-3, etc.

1.4.2. Procedural paragraphs.

1.4.2.1. Where reference is made to specific organizational components, the responsibilities therein indicated will be construed as applying to organizational components actually performing the required duties.

1.4.2.2. The reproduction of local forms is not authorized unless specifically stated. If it is believed that the use of a form is required to efficiently follow the procedures given, recommendations will be submitted for approval.

1.4.2.3. New form numbers, where assigned, will be used. Instructions are equally applicable to forms having old numbers, if the use of such forms is authorized, and to revised forms prescribed for the same use.

1.4.2.4. Preparation of additional copies of the forms prescribed is not authorized except when required for cost accounting purposes, unless approved or directed by the Chief of Staff, USAF, or HQ AFMC. The directing or approving authority will prescribe the routing and disposition of such additional authorized copies. The form and number of copies thereof, covering the transfer of supplies between supply activities and repair shops, will be as herein prescribed, except that minimum number of additional copies may be prepared by repair shops when necessary for internal repair shop processing.

1.4.3. Illustrations and procedural charts.

1.4.3.1. The purpose of the procedural chart is to limit the number of copies of forms required for a given property transaction and to provide a uniform system of routing. The procedural charts will be automatically made to conform with approved changes in the organizational structure or functions of USAF activities.

1.4.3.2. Should illustrations or procedural charts conflict with procedural paragraphs, instructions contained in procedural paragraphs will govern.

1.5. Channels of Submission of Proposed Revisions. United States Air Force activities will submit proposed revisions through command channels to the headquarters of their commands. The major command will review the proposed revision, and where publication is deemed appropriate, the proposed revision, unless otherwise specified in the applicable chapter, will be forwarded to the HQ AFMC and/or HQ SSG/ILS office of primary responsibility (OPR) as indicated on the AFMAN 23-110CD for review and subsequent submission to Chief of Staff, USAF.

1.6. Relation to other Directives. If the procedures in this manual appear to conflict with other Department of Air Force publications or between the various volumes, parts, chapters, or sections of this manual, the conflicts will be referred to the designated OPRs for resolution. Conflicts which cannot be resolved between designated OPRs will be documented, along with actions taken or proposed for resolution to the applicable OPR directorate, for corrective action.

1.7. Disposition of Records. All supply records will be disposed of in accordance with AFI 37-138, *Records Disposition--Procedures and Responsibilities*.

1.8. Service Test of Supply Systems or Procedures.

1.8.1. MAJCOMs will not service test nor implement new or modified supply systems and/or procedures without first obtaining authority to do so from HQ USAF through HQ AFMC. The only exception to this policy will be service tests of internal depot procedures having no effect on AF base procedures, which will not require HQ USAF approval.

1.8.2. Any AF activity desiring to service test or implement a new or modified supply system and/or procedure will submit a request to do so through command channels to HQ AFMC/LGS. The proposed service test or implementation procedures and any associated flow charts, supplements, etc., will be prepared in triplicate and accompany the letter of transmittal containing the request. The time required to complete the service test or implementation will be indicated as accurately as can be determined.

1.8.3. HQ AFMC will review and screen all such requests received. If clarification is required, the MAJCOM will be requested to provide information necessary to complete evaluation of the proposal. HQ AFMC will return to the MAJCOM any such proposals which, after review and screening, are considered to be unnecessary and/or not worthwhile. The reasons for rejection will be explained fully to the MAJCOM in the letter of reply to the original request. HQ AFMC will refer any requests considered necessary and worthwhile, after review and screening, to HQ USAF for final approval. Any suggestions as to changes or improvements will accompany the recommendation to HQ USAF, as well as the reasons why approval is recommended.

1.8.4. HQ USAF will advise HQ AFMC of the approval or disapproval of the service test or implementation procedure requested. HQ AFMC will in turn advise the initiating activity through command channels of such approval or disapproval.

1.8.4.1. If the proposed service test procedures are approved, tentative dates for starting and completing the service test will be established through command channels with the initiating activity. Arrangements will be made for progress reports, the contents of which will be determined by the nature of the service test, and will consist of such information as percentage of progress, monetary and/or personnel savings to date, anticipated changes in service test, etc., and any pertinent comments the initiating activity may desire to make.

1.8.4.2. HQ AFMC representatives will assist and participate in approved service tests to the extent considered necessary.

1.8.4.3. When the service test is completed and results are received by HQ AFMC from the initiating activity, a final evaluation will be made. If the system and/or procedure is considered suitable for AF-wide application, a proposed revision to the manual will be forwarded to HQ USAF for approval. If the procedure is not considered suitable, the initiating activity will be so advised through command channels with the reasons for this determination.

1.8.4.4. Service tests disapproved after evaluation of final results by HQ AFMC will be discontinued by the initiating activity upon notification of such disapproval.

1.8.4.5. Service tests approved after evaluation of final results by HQ AFMC will be continued until notification of final approval or disapproval by HQ USAF is received by the initiating activity. In the event of approval, complete implementation of the changed procedures will be accomplished. In the event of disapproval, the service test will be discontinued immediately.

1.9. Supply Support Improvement Program (SSIP), HQ USAF/LGSS.

1.9.1. HQ USAF/LGSS will initiate and maintain an SSIP.

1.9.2. Objectives:

1.9.2.1. Encourage and facilitate the submission of ideas from all levels for improving the way we do supply business.

1.9.2.2. Provide an additional way (other than the Air Force Suggestion Program) to expedite and document a thorough review of these new ideas at all levels.

1.9.2.3. Ensure maximum dissemination of information regarding ideas that have been evaluated and the decisions reached.

1.9.3. Responsibilities:

1.9.3.1. HQ USAF/LGSS will:

1.9.3.1.1. Maintain close contact with MAJCOMs and field operating agencies (FOA) to ensure the timely identification of improvement ideas.

1.9.3.1.2. Evaluate all ideas involving changes to Air Force policies.

1.9.3.1.3. Forward ideas involving procedures to the Headquarters Standard Systems Group (HQ SSG)/ILS.

1.9.3.1.4. Act as the focal point for communication on all ideas/projects.

1.9.3.2. MAJCOMs/FOAs will:

1.9.3.2.1. Establish command programs that encourage the development and submission of good ideas.

1.9.3.2.2. Establish a review process that includes AF Form 1000's, United States Air Force Suggestion, as well as ideas generated under the SSIP program.

1.9.3.2.3. The Air Force Supply Master Planning Work Group (AFSMPWG) will:

1.9.3.2.3.1. Establish an after-the-fact review process for all suggestions/SSIP that result in software changes (CSRDS) or procedural changes to this manual.

1.9.3.2.3.2. Brief the results to the Air Force Supply Executive Board (AFSEB).

1.9.3.2.4. SSG will:

1.9.3.2.4.1. As executive agent for the AFSMPWG, keep track of all approved suggestions/SSIPs (and the resulting CSRDS/amendment).

1.9.3.2.4.2. Track the results of the AFSMPWG and AFSEB reviews and provide the information to the MAJCOMs/Air Staff.

1.9.3.2.4.3. Evaluate all ideas involving procedural improvements.

1.9.4. Procedures:

1.9.4.1. All ideas for improving the SBSS must be handled through the SSIP process or the Air Force Suggestion Program (AF Form 1000).

1.9.4.2. Ideas will be forwarded through established channels to the appropriate review/approval authority.

AFMAN23-110V1P1

1.9.4.3. HQ USAF/LGSS will staff proposed substantive changes to all MAJCOMs prior to approval/disapproval action.

1.9.4.4. If approved, the proposals will be forwarded to SSG for planning as a CSRD or as an amendment to this manual.

1.9.4.5. Twice a year the AFSMPWG will review all approved ideas generated since the previous meeting to ensure that there are no disconnects, duplications, etc., among the various proposals.

1.9.4.6. The AFSEB will also be briefed after the fact.

1.9.4.7. MAJCOM/LGS or FOA has disapproval authority for suggestions and SSIP proposals.

1.9.4.8. All good idea submissions approved by the MAJCOM/FOA must come to HQ USAF/LGSS as an AF Form 1000 or an SSIP proposal, regardless of what MAJCOM quality program initiated the idea.

1.9.4.9. SSIP's that make it to HQ USAF level for action will be assigned a control number that relates the SSIP to the MAJCOM/FOA submitting the idea, the fiscal year in which it was submitted, and the sequence in which it was submitted.

1.10. Distribution of AFMAN 23-110CD.

1.10.1. AFMAN 23-110CD: Distribution of this CD is maintained by the Air Force Departmental Publishing Office (AFDPO) in Baltimore MD. Customer Account Representatives (CARs) should follow instructions contained in AFI 37-161 and contact their servicing MAJCOM/Base publishing manager for assistance.

1.10.2. MAJCOM/Base publishing managers and organizational supervisors should ensure that requirements are based on an as-needed basis. A realistic requirement, plus backup stock for automatic distribution, will preclude frequent requisitions and adjusting requirements. MAJCOM/Base publishing managers will maintain distribution records and backup stock according to AFI 37-161.

1.10.3. For distribution of AFMAN 23-110CD to contractors having government contracts, MAJCOM/Base publishing managers should refer to AFI 37-161. Contractors who do not have a current government contract, should contact the National Technical Information Service (NTIS) at commercial phone (703) 605-6000 or <http://www.ntis.gov>.

1.11. Unused.

1.12. Unused.

1.13. Unused.

1.14. Unused.

1.15. Unused.

1.16. Unused.

SECTION 1B-- RESERVED.

1.17. Unused.

1.18. Unused.

1.19. Unused.

1.20. Unused.

1.21. Unused.

1.22. Unused.

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1.28. Unused.

1.29. Unused.

SECTION 1C-- CHECKLISTS.

1.30. Purpose.

1.30.1. In order to assist supervisors of the various operating units within the base supply activity in discharging their supervisory responsibilities, checklists for the major functions of base supply have been prepared. Distribution of portions of each checklist to operating personnel of the various units will promote the exercise of self-supervision throughout base supply.

1.30.2. Additionally, these lists will assist base commanders, staff supply officers, inspectors, base supply officers, and all personnel making field visits, in evaluating supply operations by determining specific areas of supply operation which require special attention.

1.30.3. The checklists contained in attachments 1C-1 through 1C-16 have been designed to effect better management of base supply activities by providing personnel assigned supervisory responsibilities with a partial listing of the major functions over which their constant supervision is required.

1.31. General.

1.31.1. Subjects to be supervised will not be limited to those appearing on the checklists, but will include any additional functions as may be prescribed by the base supply officer, and will be reflected in the duties and responsibilities assigned the individual supervisor.

1.31.2. Questions contained in these checklists are objective in nature, in that each question is keyed to an area of supply operations which requires constant surveillance. Supervisors will do well to keep their checklists handy for frequent review in order to evaluate those areas requiring their personal attention.

1.32. Unused.

1.33. Unused.

1.34. Unused.

1.35. Unused.

1.36. Unused.

1.37. Unused.

1.38. Unused.

1.39. Unused.

1.40. Unused.

1.41. Unused.

1.42. Unused.

1.43. Unused.

1.44. Unused.

SECTION 1D-- FIELD VISITS.

1.45. Major Commands. Any references to major command (MAJCOM) include field operating agencies. This section does not apply to Air Mobility Command (AMC) and Air National Guard (ANG) units.

1.45.1. MAJCOM commanders will provide staff field visits to Air Force (AF) activities within their respective commands to ensure adequate organization, manning, administration, management, training and efficient operation.

1.45.2. MAJCOM commanders will monitor the field visit programs to ensure proper discharge of responsibilities.

1.45.3. During base closures MAJCOMs will coordinate between the losing base and HQ AFMC to ensure complete knowledge, intended use, and disposition/storage of assets; ensure materiel is packed appropriately upon receipt.

1.45.4. MAJCOMs will submit requests to HQ AFMC/LGXC for Rapid Area Distribution Support (RADS) assistance for supply, transportation workloads/backlogs, etc. (Refer to paragraph 1.47.).

1.46. Air Force Materiel Command.

1.46.1. Headquarters AFMC will:

1.46.1.1. Perform assistance field visits to AFMC activities upon request of the commander.

1.46.1.2. Perform special visits to higher headquarters unilateral commands, civilian concerns, contractor plants, and other components of the Department of Defense (DoD) as required.

1.46.1.3. Conduct an out-brief at the conclusion of each visit with the command and other key personnel to discuss the results of the visit.

1.46.2. Perform RADS assistance to AF and other DoD activities as outlined in paragraph 1.47.

1.47. Rapid Area Distribution Support (RADS) Assistance by AFMC Combat Logistics Support Squadron (CLSS).

1.47.1. The RADS program provides supply and transportation (traffic management) functional assistance at base level, other DoD agencies or US Government contractor facilities. Supporting these requests enhances RADS personnel core task training. Supply personnel are proficient in base supply processes. Transportation personnel are proficient in base traffic management operations such as freight packaging, heavy crating construction and special packing. A RADS team may be requested for the following purposes:

1.47.1.1. Assist with emergencies, hostilities, unscheduled unit deployments, and natural disasters (i.e., earthquakes, hurricanes, floods, fires, cyclones, and tornadoes). During hostilities, RADS teams assist in the

buildup and support of operating bases. In a natural disaster, RADS teams assist in the prompt return of a base to operational status.

1.47.1.2. Assist a base expecting abnormal workloads resulting from programmed/non-programmed weapon system conversions, major deployments, base activation/deactivation, large packaging tasks, re-warehousing projects, etc.

1.47.1.3. Assist system/item managers with conducting inventories and asset recovery.

1.47.1.4. Provide temporary manning assistance when a MAJCOM cannot meet requirements with their internal personnel resources.

1.47. 2. Requesting Base/Agency Responsibilities.

1.47.2.1. Forward requests for RADS assistance to the respective MAJCOM LGS, LGT, or LGX representative. The requesting base/agency must submit required data requests with the following information:

1.47.2.1.1. Detailed description of the tasks to be accomplished, including the type and level of assistance desired and work location. Also include the impact without RADS assistance.

1.47.2.1.2. Estimate the number of personnel required, by Air Force Specialty Code (AFSC).

1.47.2.1.3. Number of days estimated and reporting date desired for assistance.

1.47.2.1.4. Country and theater clearance, and passport requirements.

1.47.2.1.5. Security clearance requirements for team members. If not the same for all team members, break out the requirements by AFSC.

1.47.2.1.6. Unique requirements (i.e., weapons qualifications, vehicle operation qualifications, or other special training).

1.47.2.1.7. Identify all points of contact; include name, address, e-mail, organization symbol, and telephone and FAX numbers of appropriate personnel. This must include the Resource Advisor/Financial Manager responsible for all funding issues.

1.47.2.1.8. Identify special clothing, personal equipment, etc., requiring issue prior to departing their home station.

1.47.2.1.9 Ensure availability of adequate on/off-base quarters and facilities (i.e., clinic, hospital, laundry, BX, gym, theater, etc.), and government vehicles. The team chief is authorized a separate room in accordance with AFI 32-6005, *Unaccompanied Housing Management*.

1.47.2.1.10. Availability of government owned vehicles.

1.47.2.2. Provide funding for site survey. All costs associated with RADS assistance to include: travel, per diem, supplies and miscellaneous equipment, will be provided by the requesting unit or MAJCOM.

1.47.2.3. Submit extension requests, including justification and funding documentation, a minimum of 15 days prior to the approved assistance period date, to the tasked CLSS (Reference paragraph 1.47.3.2.) and provide information copy to MAJCOM.

1.47.2.4. The identified lead unit will send one team chief, to conduct the site survey and establish a memorandum of understanding.

1.47.2.5. Provide funding for the RADS team, as determined in the MOU. (Reference paragraph 1.47.2.4.)

1.47.2.5.1. Provide the following when a RADS team arrives:

1.47.2.5.1.1. Brief team members of requirements on mission/tasking.

1.47.2.5.1.2. Brief team members on safety, security, area driving laws, and conditions.

1.47.2.5.1.3. Provide an anti-terrorist briefing to team members, in accordance with AFI 31-210, *The Air Force Antiterrorist Protection (AT/FP) Program Standards*, if required.

1.47.2.5.1.4. Provide administrative assistance (i.e., access to telephones, fax, copiers, computers, message, and typing support).

1.47.2.5.1.5. Provide team with equipment and materials (MHE, vehicles and support materials, such as lumber, nails, banding materials, bubble pack, etc.) needed to accomplish the assigned tasks.

1.47.3. MAJCOM/Other Agency Responsibilities.

1.47.3.1. Review your organizational requests for RADS assistance (reference paragraph 1.47.2.1); validate and prioritize all command requirements.

1.47.3.2 Contact the 653rd CLSS (Robins AFB) when the location of the work to be performed is east of the Mississippi River and the 654th CLSS (Tinker AFB) for locations west of the Mississippi River.

1.47.3.3. Identify and provide timely country and theater clearances, if required. Ensure requesting organizations have complied with paragraph 1.47.2.1.4.

1.47.4. HQ AFMC/LGXC Responsibilities.

1.47.4.1. Develop, staff, publish, and disseminate pertinent policy and guidance applicable to the RADS program.

1.47.4.2 Further information on how to request RADS assistance can be found on our website at <https://www.afmc.mil.wpafb.af.mil/HQ-AFMC/LG/lgx/clss/index.htm>.

1.48. Other Type Field Visits to AF Activities and Security Assistance Program Recipient Countries by ALCs.

1.48.1. Each ALC will be responsible for performing special assistance visits of the following types:

1.48.1.1. System Program Director (SPD) Visits – Visits pertaining to specific problem areas affecting weapons/support system for which the Commander of the ALC has the management responsibility. These visits will be made by the SPD, without regard to geographic area, upon request of MAJCOMs, or as deemed necessary by the SPD. When such problems are encountered, they should be reported to the directorate of plans and programs office of the ALC in whose geographical area the activity is located (paragraph 1.48.2.). General supply problems involving the fundamentals of support at base level, such as property accounting, leveling, requisitioning, reporting, receiving, warehousing, issuing, inventorying, packaging, shipping, etc., are not suitable area of SPD visits.

1.48.1.2. Item Manager (IM) Visits – Visits pertaining to specific problems related to items, or groups of items, in assigned commodity classes. These visits will be made by the IMs without regard to geographical area upon request of MAJCOMs, or as deemed necessary by the IMs with MAJCOM approval.

NOTE: Theater clearances for SPD/IM visits to security assistance program (grant aid/foreign military sales) recipient countries must be processed through the Air Force Security Assistance Center (AFSAC), Wright-Patterson Air Force Base, Ohio.

1.48.1.3. Nuclear Ordnance IM Visits – Visits pertaining to problems related to logistics support of nuclear weapons. These visits will be made by the Nuclear Weapons Directorate, San Antonio ALC/NW, without regard to geographical area, upon request of MAJCOMs, or as deemed necessary by San Antonio ALC/NW with MAJCOM approval.

1.48.1.4. Customer Support Visits – Each ALC will ensure that personnel within their organization who have the technical background to assess support problems related to aircraft, engines, and other major end items, visit field units and see the systems that they support in operation. ALC personnel should talk with line chiefs, supply specialists, and maintenance technicians. Customer support programs must also ensure that field level technicians are talking to the appropriate ALC level specialists and that problems are elevated when a satisfactory solution cannot be reached at the lower levels. HQ AFMC/DR and HQ AFMC/LG will be advised of actions taken as a result of customer support visits.

NOTE: SPDs and IMs performing these type of visits to AF bases or Air National Guard (ANG) activities will prepare a written report outlining the purpose of the visit, solution of problem areas, and/or agreements reached between the IMs and SPDs and the activity visited. One copy of each report will be furnished to the directorate of plans and programs office of the ALC in whose geographical area the activity is located (paragraph 1.48.2.).

1.48.2. The chief, directorate of plans and programs office at each ALC, is responsible for accomplishing other type supply logistics assistance visits such as:

1.48.2.1. Operational Readiness – Visits by ALCs to organization within geographical area will be made to assist in the resolution of logistics problems pertinent to operational readiness. Visits will be made only upon request of MAJCOMs.

1.48.2.2. Preparation for Overseas Movement – Visits by ALCs to deploying organizations within geographical area to furnish assistance in accordance with request of MAJCOMs.

1.48.2.3. Activation, Inactivation or Program Change – Visits by ALCs to activities within the geographical area affected by activation, inactivation, or program changes will be made upon request of MAJCOMs.

1.48.2.4. Air Force Contractor Facilities – Visits by ALCs to activities within geographical area when requested to provide technical assistance in requisitioning procedures, establishment and maintenance or authorized stock levels, maintenance of USAF stock list publications, etc., and assist in expediting government-furnished parts and materiel when requested to prevent production delays or stoppages.

1.48.2.5. Visits to AF Reserve Office Training Corps (ROTC), AF Civil Air Patrol (CAP) activities, and other miscellaneous activity maintaining consolidated stock record accounts will be made upon request of the activity concerned.

1.49. Visits to Headquarters Air Force Materiel Command and Air Logistics Centers. Personnel of MAJCOMs subordinate commands, and AF activities are authorized to visit AFMC and AF ALCs in connection with support matters.

1.50. Unused.

1.51. Unused.

1.52. Unused.

1.53. Unused.

1.54. Unused.

1.55. Unused.

1.56. Unused.

1.57. Unused.

1.58. Unused.

1.59. Unused.

SECTION 1E-- RESOLVING SUPPLY DIFFICULTIES.

1.60. Purpose and Scope.

1.60.1. This section prescribes conditions which constitute a supply difficulty, the channels through which reports will be made for resolution, and the information required to report supply difficulties for command assistance. This section applies to all elements of the Air Force and delineates specific responsibilities of tenant activities, base supply, base equipment management accounts, Air Force supply agencies (item manager (IM)/system program manager (SPM)), intermediate and major commands, and Headquarters Air Force Materiel Command (HQ AFMC). This section also applies to resolving supply difficulties involving the Defense Logistic Agency (DLA), General Services Administration (GSA), and other military services/activities.

1.60.2. Supply difficulties involving medical materiel, equipment, and medical tenant activities are excluded from this section. Procedures for submitting supply difficulties pertinent to medical materiel management are prescribed in volume 5 of this manual.

1.61. Types of Difficulties.

1.61.1. Supply difficulties are deficiencies resulting in a delay of item support which cannot be corrected locally and which will ultimately affect the operational capability of the base or unit involved. Such deficiencies may include violation of supply procedures or regulations, lack of a particular spare part, component, assembly, end item, technical publication, supply identification, data, etc. These difficulties are cause for reporting and processing through command channels.

1.61.2. Extraordinary supply difficulties are determined at command level rather than operation level action. Such deficiencies may result from requirements for manpower, skills, equipment or processing capabilities which cannot be provided from local resources to meet completion dates or restore AF accepted supply standards. They may result from:

1.61.2.1. Special operations of another command, military service, federal agency, or friendly foreign government that impose supply work load on an AF installation which is neither manned nor equipped for its accomplishment.

1.61.2.2. Disasters such as fires, floods, storms, disease, etc.

1.61.2.3. A change in plans or programs which must be made without sufficient lead time incident to accomplishment.

1.61.2.4. Similar work loads imposed beyond local capability thus causing an installation to fall below AF supply standards for an unacceptable period of time.

1.62. Documentation and Processing.

1.62.1. Supply difficulties concerning AF managed items will be reported on AF Form 1667, "Supply Difficulty Report." Supply difficulties which affect the immediate operational capability of the base or unit may be reported by message or electronic mail (E-Mail) on the condition that all information required on the AF Form 1667 is provided and that each block is identified (attachment 1E-1). If the AF Form 1667 is used, complete blocks as follows and submit to the addressee as indicated in the TO block.

1.62.1.1. Cite the organization and location. Identify the originator by the last alpha digit and number of the supply account, or the approved command abbreviation (when originated at command level).

1.62.1.2. Cite the subject, that is, the national stock number (NSN) of the item and the nomenclature including a control number assigned consecutively by calendar year, consisting of the last digit of the calendar year and the Julian day.

1.62.1.3. Cite the type of deficiency or condition concerned and factors relating to it.

1.62.1.4. Cite the effect of the shortage on the unit mission.

1.62.1.5. Cite the actions taken locally to resolve the problem and their results. Indicate the specific organizational element and/or individual contacted at the supply source.

1.62.1.6. Cite the estimated impact of the continuing deficiency on the base mission.

1.62.2. The subject will identify the type of deficiency; that is, supply difficulty, the item or condition concerned, and the control number assigned. State the deficiency and factors relating to it, summarize local corrective actions and their results, specify organizational element and/or individual contacted at the supply source, and estimate the impact of a continuing deficiency on base operations. Where requisition lines are involved, complete MILSTRIP information will be furnished. When the difficulty concerns an item of supply or equipment, the following data are essential.

1.62.2.1. Item identification.

1.62.2.1.1. NSN, nomenclature, expendability, recoverability, reparability, category (ERRC) code, and unit cost.

1.62.2.1.2. Part number or manufacturer's identification.

1.62.2.1.3. Technical order, tables of allowance, or commercial catalog reference.

1.62.2.1.4. Next higher assembly and end item application.

1.62.2.2. Supply source: IM, SPM, local purchases (LP), etc.

1.62.2.3. Quantity and date required to meet essential needs.

1.62.2.4. Stock control data.

1.62.2.4.1. For nonexpendable (equipment) items, show allowance source documents, authorized quantity, and quantity on hand.

1.62.2.4.2. For consumption items, show requisitioning objective, quantity on hand, reparable this station rate, when applicable, and past 90 days demands.

1.62.2.5. Outstanding requisitions or purchase requests listed by MILSTRIP document number showing priority, project code, quantity requested, and latest supply or shipment status for each requisition.

1.62.2.6. Indicate the possibility of emergency LP or local manufacture (LM). When emergency LP is possible, give name and address of a commercial vendor, estimated cost, and lead time required.

1.62.3. Processing by any command headquarters will not exceed seven calendar days. Each action addressee will act within its own resources to correct the deficiency at the lowest echelon possible. When this cannot be accomplished within the allotted time, the difficulty will be referred to the next higher echelon for assistance. The difficulty will be considered resolved when accepted AF supply standards have been restored, or when the minimum operational requirements of the base have been met and the restoration of normal supply support can be anticipated within a reasonable period of time.

1.62.4. Supply difficulties involving items managed by other military services, DLA, and GSA will be submitted by message, letter or Electro-mail to the proper weapons integrated materiel manager (WIMM), DLA center, or GSA region (attachment 1E-2). The message, letter, or Electro-mail will be "Supply Assistance Request," with required data submitted in MILSTRIP format as illustrated in attachment 1E-3. Supply assistance includes status of requisitions, timely support requirements, item substitutability and interchangeability, release or cancellation of back ordered requisitions, division of materiel shipments, etc. Replies to supply assistance requests will include an information copy to all addressees included in the incoming request. A supply assistance request should not be generated until supply status indicating open status has been received. Open status indicates that a requisition is still in process (that is, one that has not been shipped/received or rejected/canceled).

1.63. Processing Supply Difficulties.

1.63.1. The originator will assign a control number that will be perpetuated by all agencies subsequently processing the report. This number will identify all correspondence pertinent to the deficiency and will consist of the following elements:

1.63.1.1. The originator will be identified by the last alpha digit and number of the supply account, or the approved command abbreviation (when originating at command level).

1.63.1.2. The date consisting of the last digit of the calendar year and Julian day.

1.63.1.3. A serial number assigned consecutively by calendar year.

1.63.2. The subject will identify the type of deficiency, that is, supply difficulty or extraordinary supply difficulty, the item or condition concerned, and the control number assigned. The body of the correspondence will state the deficiency and factors relating to it, specific organizational element and/or individual contacted at the supply source. An estimate of impact of continuing deficiency on base operations will be included. Where requisition lines are involved, complete MILSTRIP information will be included. Include the appropriate System Program Director (SPD) as an information addressee on the supply difficulty request. When the difficulty concerns an item of supply or equipment, the following data is essential, either in the body of the letter or as an attachment:

1.63.2.1. Item nomenclature.

1.63.2.2. NSN, ERRC code, and unit cost.

1.63.2.3. Part number and manufacturer's code.

1.63.2.4. Technical order, tables of allowance, or commercial catalog reference.

1.63.2.5. Next higher assembly and end item application.

1.63.2.6. Source of supply: IM, SPM, DLA center, GSA region, cognizant inventory control points (ICPs) of other military services, LP, etc.

1.63.2.7. Quantity and date required to meet essential needs.

1.63.2.8. Stock control data.

1.63.2.8.1. For nonexpendable (equipment) items, how allowance source document, authorized quantity and quantity on hand.

1.63.2.8.2. For consumption items, show requisitioning objective, quantity on hand, reparable this station rate, when applicable, and past 90 days demand.

1.63.2.9. Outstanding requisitions or purchase requests listed by MILSTRIP document number showing priority, project code, quantity requested, and latest supply or shipment status for each requisition.

1.63.2.10. Indicate the availability of emergency LP or LM. When emergency LP is possible, give name and address of commercial vendor, and estimated cost and lead time required.

1.63.3. The processing of supply difficulty reports will not exceed seven calendar days. Each action addressee will act within its own resources to correct the deficiency at the lowest echelon possible. When this cannot be accomplished within the allotted time, the difficulty will be escalated to higher echelon for assistance. The difficulty will be considered resolved when accepted AF supply standards have been restored, minimum base operation requirements met, and the restoration of normal supply support can be expected within a reasonable period of time.

1.64. Submission Channels.

1.64.1. Base activities, including tenant and satellite organizations, may request supply difficulty action by the supporting supply or base chief of supply account when operations are adversely affected by a lack of supply support. Tenant activities are responsible for advising their parent commands when they request supply difficulty action and for maintaining any progress reports required by their own command. When the supporting supply account is not responsive to tenant requests, the tenant will have recourse through their parent commands to the host command, but will not under any circumstances request supply assistance of the logistic support agency of the host base/command.

1.64.2. The requisitioning supply account; that is FB, FE, FR, etc., will have the sole authority to determine the need for supply difficulty action related to the operations it supports. All local capabilities, including aggressive follow-up actions will be fully utilized to resolve the problem. When these efforts fail to provide an acceptable level of support, a format supply difficulty may be prepared according to paragraph 1.62.

1.64.3. Comment by the logistic support agency is essential for effective command assistance. Consequently, the AFMC Air Logistics Center (ALC), GSA region, DLA center, or ICP of the supporting service responsible for the item will be the initial command point of contact for resolution of supply difficulties not within his command capability to resolve.

1.64.4. HQ AFMC will review SPM/IM responses to supply difficulties for completeness, monitor subsequent efforts to restore effective supply support, and act jointly with other major commands to resolve those deficiencies not covered at lower echelons. These joint actions may include review of supply status, authorization for extraordinary repair, manufacture or procurement actions, assignment of appropriate supply priorities, funding adjustments, etc. HQ AFMC will represent the Air Force in supply difficulty negotiations with DLA, GSA, or other services.

1.64.5. The supply difficulty may be submitted to HQ USAF for final action when all efforts at lower echelons have failed to develop a satisfactory approach to the problem. Referrals to this level must be a joint effort by HQ

AFMC and the major command concerned and be directly related to mission capability (urgency of need designators "A" or "B"). The letter of transmittal must thoroughly document both the impact of the deficiency and all prior efforts at resolution.

1.65. Reporting Requirements.

1.65.1. Headquarters USAF may require a progress report on a particular supply difficulty. Such reports may be requested by separate deficient item, with the initial action addressee. Major commands may exercise the option regarding information addressees except when the action addressee is DLA, GSA or another military service. When the difficulty involves other than AFMC, an information copy will be furnished the appropriate AFMC SPM/IM. Upon request, the SPM/IM will render assistance as necessary to resolve the difficulty. The SPM/IM will review supply difficulties and evaluate source of supply actions as they affect all AF activities. Further command assistance will be requested only when the source of supply fails to sustain mission capability at an acceptable level. When an extraordinary supply difficulty exists, the action request will be addressed directly through command channels. Information copies will be provided to all logistic support agencies that are identified with the requirement, including tenant and satellite organizations concerned.

1.65.2. Intermediate and major commands will act to resolve the problem through reallocation of their resources, funds, or manpower whenever practical. The submission of difficulties will be closely monitored for completeness and to identify widespread or recurrent deficiencies for special action. Whenever the difficulty cannot be handled effectively at these levels, the problem will be directed to HQ AFMC (See attachment 1E-4 for the applicable force structure directorate for aircraft, missiles, and drones.)

1.65.2.1. Items related to airlift force structure and special operations forces will be directed to HQ AFMC/XRB.

1.65.2.2. Items related to strategic force structure, ground communication electronics systems, space and space related systems, electronic warfare, tactical and training structure will be directed to HQ AFMC/XRA.

1.65.2.3. Items related to propulsion systems for all aircraft, missiles (except rocket motors) and drones, and ground power and aircraft mounted auxiliary power units will be directed to HQ AFMC/XRP.

1.65.2.4. Items related to munitions, guns of all types, and munitions material handling equipment (MMHE) will be directed to HQ AFMC/LGW.

1.65.2.5. Items related to test systems and support equipment, vehicular equipment, including water craft and railway equipment, life support equipment, simulators, fuels equipment/systems, chemical/biological equipment and support equipment contained in Harvest Bare, Eagle, or Falcon kits will be directed to HQ AFMC/XRC.

1.65.2.6. Other service managed items which are beyond ALC capability to resolve will be referred to HQ AFMC/LGSI. HQ AFMC direction will be provided by letter or message. Reports requested are exempt from assignment of a control symbol (AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*) and will require at least the following information:

1.65.2.6.1. Brief background information.

1.65.2.6.2. Steps previously to resolve the deficiency and additional steps planned for its correction.

1.65.2.6.3. Information on receipts, storage, redistribution, issues, authorizations and allowance, property records, etc., pertinent to the problem and its solution.

1.65.2.6.4. Analysis of conditions leading to the supply difficulty.

1.66. Receipt of Supply Difficulties. Upon receipt of supply difficulty, HQ AFMC/LGSI will initiate action to the other military services, DLA, or GSA, as applicable, providing the requesting activity an information copy. Upon receipt of reply and restoration of normal supply support, HQ AFMC/LGSI will provide requesting activity a letter denoting a close-out of supply difficulty incident.

1.67. Unused.

1.68. Unused.

1.69. Unused.

1.70. Unused.

1.71. Unused.

1.72. Unused.

1.73. Unused.

1.74. Unused.

SECTION 1F-- CHAFF ANNUAL REQUIREMENTS FORECAST (RCS: MTC-FM(A)8803).

1.75. Purpose. This section provides guidance for completion of the annual report to determine worldwide training, special projects and war reserve materiel (WRM) replacement nonpyrotechnic chaff requirements. WRM replacement quantities reported are for exchange units of unserviceable WRM quantities on hand. Data will be used to compute the annual request for funds and to forecast the budget estimate according to AFR 57-1. This report will include only chaff assigned to federal supply classification (FSC) 5865EW. HQ AFMC/FMR is the report monitor.

1.76. Report Period.

1.76.1. The Air Force Materiel Command (AFMC), Air Mobility Command (AMC), National Guard Bureau (NGB), Air Combat Command (ACC), United States Air Force Europe (USAFE), and Pacific Air Force (PACAF) should forward one copy of the report to WR-ALC/LNXXB, Robins AFB GA 31098-5609 not later than 15 February. All organizations (including tenants) within these commands will be included in the report.

1.76.2. The report *as of* date and the first quarter forecast requirement beginning date will always be 31 December.

1.76.3. Submit all information through the major commands (MAJCOMs) for review, validation, and consolidation. MAJCOMs will forward a consolidated report to WR-ALC.

1.77. Format.

1.77.1. Report net requisitioning requirements (total training requirements less on-hand training assets, plus WRM replacement quantities) for a three-year period by quarter noncumulatively. Increases or decreases in requirements may result from operational changes, program changes, or changes from one chaff type to another. The format, along with a list of training chaff systems, is outlined in Attachment 1F-1.

1.77.2. Negative reports are required when a command has no further training or special projects chaff requirements.

1.78. Requirement. WR-ALC will determine training and replacement buy requirements from the command reports. These chaff requirements will be forwarded to WR-ALC/FMB for inclusion in the WR-ALC Systems Support Division budget.

1.79. Unused.

1.80. Unused.

1.81. Unused.

1.82. Unused.

1.83. Unused.

1.84. Unused.

SECTION 1G-- RESERVED.

1.85. Unused.

1.86. Unused.

1.87. Unused.

1.88. Unused.

1.89. Unused.

1.90. Unused.

1.91. Unused.

1.92. Unused.

SECTION 1H-- RESERVED.

1.93. Unused.

1.94. Unused.

1.95. Unused.

1.96. Unused.

1.97. Unused.

1.98. Unused.

1.99. Unused.

1.100. Unused.

1.101. Unused.

1.102. Unused.

1.103. Unused.

SECTION 1I-- AIR FORCE SUPPLY BOARDS/WORK GROUPS.

1.104. Introduction. The Air Force supply community has established several boards and work groups to work important supply issues. Of these various groups, the Air Force Supply Executive Board is the governing body.

All other boards/work groups are sanctioned by and report to the Air Force Supply Executive Board. The purposes and membership composition of these boards and work groups are explained in the following paragraphs. In all cases, the ultimate objective is to apply the principles of quality management to all facets of the Air Force supply system.

1.105. Air Force Supply Executive Board (AFSEB).

1.105.1. Purpose. The AFSEB meets for the following reasons:

1.105.1.1. To discuss the long range requirements of the Air Force supply system and formulate or approve proposed strategies for achieving these long range goals.

1.105.1.2. To review, evaluate, and approve the status of current initiatives designed to improve procedures/systems and provide guidance for further taskings.

1.105.1.3. To review, evaluate, and approve proposed initiatives for enhancing supply operations, and assign responsibility for pursuing these initiatives.

1.105.1.4. To exchange information concerning command-unique supply initiatives and determine if any have the potential for Air Force wide application.

1.105.1.5. To review and evaluate the workload and priorities of the Standard Systems Group (SSG) and the Air Force Logistics Management Agency (AFLMA) to ensure these valuable resources are being effectively utilized.

1.105.1.6. To review and assess the status of supply manning and training and provide guidance and input to these processes.

1.105.2. Membership. The AFSEB is composed of the Chief of the Supply/Fuels Policy and Procedures Division, HQ USAF/LGSP, and the Supply Division Chiefs or the senior staff supply officer/NCO of the major air commands.

1.105.2.1. Chairperson. The Chief of the Supply/Fuels Policy Division, HQ USAF/LGSP, is the AFSEB Chairperson.

1.105.2.2. Advisors. The Chief of the Supply Division, SSG, and the Chief of the Supply Division, AFLMA, are technical advisors to the AFSEB and will attend all formal sessions.

1.105.2.3. Air Force Materiel Command. The Director of Requirements Initiatives, HQ AFMC/DRI, is invited to attend any formal sessions where there are agenda items of interest/concern for AFMC.

1.105.2.4. Air Education and Training Command (AETC). As the Air Force focal point for supply training, HQ AETC/TTOA is invited to attend all AFSEB sessions.

1.105.2.5. 3440 Technical Training Squadron. The Chief of the Supply Flight, 3440 TCHTS, Lowry AFB, is invited to attend all AFSEB sessions.

1.105.3. Associated Committees/Work Groups. The AFSEB carries out its responsibilities through a series of standing Air Force supply committees/work groups. These groups formulate proposals for presentation to the AFSEB, assign action items for execution of AFSEB decisions, monitor the progress of these initiatives and report same to the AFSEB, as required. The majority of the formulating, executing, and monitoring work should take place in these forums, with the AFSEB being the decision-making body.

1.105.4. Meeting Frequency. The AFSEB will meet at least once each year. The board chairperson may call special meetings as necessary.

1.105.5. Location. CONUS major commands (MAJCOMs) will host the meetings on a rotating basis. The hosting MAJCOM must reserve the conference site, arrange for quarters for all conferees, furnish audio/visual equipment for presentations, and arrange administrative support. Board policy is that conferences will be held on military installations.

1.105.6. Secretariat. HQ USAF/LGSP will act as the secretariat to the AFSEB, and record and publish the meeting minutes. Minutes will be approved and signed by the board chairperson prior to publication.

1.106. USAF Supply Chiefs Advisory Board.

1.106.1. Purpose. The board meets for the following reasons:

1.106.1.1. To review and comment on all proposed changes in the supply career fields. The board will accept comments and proposals on issues to be worked from any level within the supply community. The board may initiate and recommend changes for improving the supply system or management of supply personnel as it deems necessary and appropriate.

1.106.1.2. To provide an independent assessment of the impact of the changes on supply people. The board will review issues from an Air Force perspective. To accomplish that, the board will be directly responsible to HQ USAF/LGSP when in session.

1.106.1.3. The board will report and provide its assessments to the appropriate Air Force policy decision level. This will normally be HQ USAF/LGSP and the AFSEB.

1.106.2. Membership. The USAF Supply Chiefs Advisory Board members include HQ USAF/LGSP/LGSPF, each MAJCOM, and ANGR. MAJCOM Supply Directors select the members to represent the supply enlisted of their command, not the "MAJCOM." Members serve at the pleasure of their directors. The Chief, Supply/Fuels Policy Division, HQ USAF/LGSP, will direct membership changes as necessary to maintain a balanced mix of supply AFSCs, base and MAJCOM level backgrounds. Members will attend all board meetings.

1.106.3. Advisors. The advisors to the USAF Supply Chiefs Advisory Board are the Air Force Personnel Center (AFPC) Supply Enlisted Functional Manager, 3440 TCHTS Supply Training Flight, and SSG. SSG will represent Air Force Communications Command (AFCC), Technology Integration Center (TIC), AFLMA, and Air University Command (AU). Representatives will be chief master sergeants. They will attend meetings as requested by the chairperson.

1.106.4. Chairperson. The chief master sergeant assigned to the Supply/Fuels Policy Division, HQ USAF, is the chairperson.

1.106.5. Recorder. The board will select a recorder from within its members.

1.106.6. Two-Line Name Tags. USAF Supply Chiefs Advisory Board members and advisors are authorized to wear a two-line name tag that reads: Supply Chiefs Adv Bd.

1.106.7. MAJCOM Interface. Topics, comments, and recommendations are solicited from all MAJCOMs. MAJCOM chief master sergeants may attend the joint biannual USAF Supply Chiefs Advisory Board/Functional Managers Conference. Supply chief master sergeants in the local area may attend open Chiefs Board sessions held in conjunction with the AFSEB.

1.106.8. Meeting Frequency. The board will meet at least annually. The chairperson may also call special meetings as appropriate.

1.106.9. Minutes. The board publishes and distributes meeting minutes to all MAJCOM Directors of Supply, all supply and fuels chief master sergeants, and all supply organizations through their Chief or Senior Enlisted Manager.

1.107. Air Force Supply Wartime Policy Work Group (AFSWPWG).

1.107.1. Purpose. The AFSWPWG is a permanent forum established by and reporting to the AFSEB, which:

1.107.1.1. Develops and recommends policy changes relevant to the supply wartime concept of operations.

1.107.1.2. Receives, screens, and assesses initiatives to improve the Air Force war reserve materiel (WRM) program.

1.107.1.3. Provides mid and long range planning for supply WRM computational systems and programs and wartime distribution and allocation systems.

1.107.1.4. Selectively entertains and solves those WRM problems perceived by the commands to be major irritants or roadblocks.

1.107.1.5. Provides linkage where necessary with other WRM forums, disciplines, and governing agencies for integration of total logistics warfighting capability.

1.107.2. Scope. The work group deals predominantly with spares related matters, to include such issues as: authorizations, review process (range), computation (depth), allocation, reporting, information handling, use, accountability, prepositioning, and prestocking.

1.107.3. Organization. The work group is organized along lines similar to the AFSEB. However, other than a permanently established executive panel, no other panels are institutionalized.

1.107.4. Membership. The executive panel consists of:

1.107.4.1. Chairperson - HQ USAF/LGSP.

1.107.4.2. Full members - one per major command.

1.107.4.3. Associate members - HQ AIA, SSG, HQ USAF/LGXX/LGSI/XOOTX, and AFLMA/LGS.

1.107.5. Participation. The executive panel operates with each command having an equal voice. Associate members serve in an essential advisory capacity. The chairperson retains veto for those cases deemed essential for the good of the service. When the chairperson elects to use this veto, or where there is significant dissent among the MAJCOMs, the chairperson will so inform the directors at the next AFSEB. At the general session, the executive panel oversees and retains approval authority over the recommendations of the working panels.

1.107.6. Frequency. The work group meets twice a year as follows:

1.107.6.1. The executive panel meets in March of each year. It is chaired by HQ USAF/LGSP and hosted by HQ AFMC/DRI. Attendance is limited to one representative from each MAJCOM and any specifically invited guests. The executive panel will review progress/milestones from the previous general session, address urgent business, and establish the agenda/panel structure for the general session.

1.107.6.2. The general session meets in September of each year. It is chaired by HQ USAF/LGSP and hosted on a rotational basis by the CONUS MAJCOMs. Other than the full executive panel, attendance will be dictated

by the needs of the panels established at the March executive session. The hosting MAJCOM is responsible for full administrative support.

1.107.7. Goals of the work group are to:

1.107.7.1. Develop detailed milestones, assign specific OPRs, and take appropriate follow-up action to ensure initiatives are accomplished.

1.107.7.2. Provide a near-term sense of direction for the supply warfighting community.

1.107.7.3. Through session agendas and establishing working panels, roughly rank-order and resolve all pressing issues.

1.107.7.4. Provide a forum and organizational structure which fosters a cooperative approach to supply warfighting issues.

1.107.7.5. Coordinate and provide crossfeed on supply warfighting issues with other disciplines and forums which impact the supply community.

1.107.7.6. Support the grass roots of the community with better, less confusing, and more effective warfighting policy and guidance.

1.108. Air Force Stockage Policy Work Group (AFSPWG).

1.108.1. The AFSPWG is a permanent group charged with the responsibility for research, study, evaluation, development, and refinement of stockage models and management techniques for reparable and consumable items of supply.

1.108.2. Purpose. The stockage policy work group's efforts will be focused primarily on supply stockage and inventory control policies and related logistics functions that affect or influence AF stockage requirements/inventory control policies and their corresponding interface with DoD inventory control point requirements and distribution systems. In this respect, the board will concentrate on such things as:

1.108.2.1. Development and application of computer simulation models designed to test and/or evaluate alternative reparable and consumable item stockage formulas and management techniques.

1.108.2.2. Development and maintenance of a point in time and transaction oriented AF stock control data bank for purposes of analyzing both wholesale and retail level supply performances, impacts of proposed policy changes, and input to applicable simulation models.

1.108.2.3. Non-demand supported (additives and adjusted levels) item stockage policies and procedures.

1.108.2.4. Reparable and consumable item inventory control policies and management practices as delineated by AFMAN 23-110V2 and AFMAN 23-110V3.

1.108.2.5. Redistribution material policies and procedures.

1.108.2.6. Interface and compatibility of wholesale and retail level requirements computation and inventory control systems with existing and proposed AF/DoD systems.

1.108.2.7. Impacts of proposed changes to AF and/or DoD requirement and distribution systems upon related wholesale or retail level systems.

1.108.2.8. Source data and methodologies relative to forecasting demand, computation of order and shipping time (O&ST), and estimating variability of leadtime demand during O&ST.

1.108.2.9. Development, refinement, and review of cost and performance variables incorporated in AF stockage formulas.

1.108.2.10. Performance of independent research related to stockage computation and associated inventory management concepts and procedures.

1.108.2.11. Serve as the AF focal point to review, evaluate, and formulate recommendations relative to proposed changes to AF stockage models and related inventory management practices.

1.108.2.12. Performance of special or one-time studies at the request of HQ USAF/LGSP, within the scope of the board's responsibilities.

1.108.3. Membership. The work group consists of the following:

1.108.3.1. Chairperson - HQ USAF/LGSP.

1.108.3.2. Permanent members - one person per each major air command supply staff, HQ AFMC/DRI, SSG/LGS, and AFLMA/LGS.

1.108.3.3. Secretariat - AFLMA.

1.108.4. Frequency. The full group will convene at least annually to review and evaluate work group progress, focus upon problems, propose solutions, and identify appropriate study efforts. The chairperson may call other sessions if required.

1.108.5. The stockage policy work group, in performance of its functions and at the direction of HQ USAF/LGSP, will determine and recommend the kind and format of any information required from AFMC, AF bases, SSG, or the AFLMA to perform studies of existing and/or proposed policies and procedures. Additionally, recommendations to test proposed changes or new innovations relating to stock control will be made as appropriate. The work group members may be called upon to conduct independent studies as recommended by the work group and directed by HQ USAF/LGSP. The board will assure that proper interface between work group members is maintained to preclude duplicate efforts.

1.108.6. Stockage policy work group recommendations relative to testing proposed policy changes and/or inventory control innovations require HQ USAF/LGSP approval. Specific study effort taskings and recommended changes to AF policy and procedures emanating from the stockage policy work group also require HQ USAF/LGSP review and approval.

1.109. Air Force Weapon System Support Work Group (AFWSSWG).

1.109.1. Purpose. The AFWSSWG meets for the following reasons:

1.109.1.1. To continually review systems used to report weapon system support deficiencies and the interfacing systems that respond in the areas of releasing materiel, distributing materiel, and applying intensive management.

1.109.1.2. To identify the actions necessary to improve upon these processes with the goal of increasing weapon system readiness and sustainability.

1.109.2. Organization. The work group is organized using an executive panel and task group concept. A task group is established for each area to be reviewed/worked. For example: The mission capability-awaiting parts (MICAP-AWP) task group will meet to discuss MICAP-AWP policy and procedural issues while a Critical Item Program (CIP) task group is working issues relative to the USAF CIP. The individual task groups report their findings and recommendations to the AFWSSWG for approval and subsequent actions as necessary. The AFWSSWG then reports its recommendations and actions taken to the AFSEB for policy decision(s).

1.109.3. Membership. The AFWSSWG is composed of representatives from all major air commands, SSG, and HQ Defense Logistics Agency (DLA). The AFWSSWG Executive Panel is appointed and chaired by HQ USAF/LGSP. The OPR of each task group is automatically a member of the panel. Associate members from the MAJCOMs and SSG are appointed by HQ USAF/LGSP.

1.109.4. Frequency. The work group meets twice a year as follows:

1.109.4.1. The executive panel meets in March/April of each year. It is chaired by HQ USAF/LGSP and hosted by members on a rotational basis. The executive panel reviews progress/milestones from the previous general session, addresses urgent business, and establishes the task group(s) structure/agenda for the general session.

1.109.4.2. The general session of the AFWSSWG meets in October of each year. It is chaired by HQ USAF/LGSP and also hosted on a rotational basis. Attendance is dictated by the needs of the task groups established.

1.110. Air Force Supply Master Planning Work Group (AFSMPWG).

1.110.1. Purpose. The AFSMPWG works within the AFSEB to review and verify recommendations to improve and/or modernize the AF supply system. HQ USAF/LGSP will present work group recommendations to the AFSEB for approval. Specific responsibilities include, but are not limited to:

1.110.1.1. Reviewing recommendations for changes to supply policies, procedures, and automated data systems (ADS).

1.110.1.2. Maintaining/changing the Supply Master Plan.

1.110.1.3. Maintaining "oversight" over other work groups' (Stockage Policy, Wartime, Weapon Systems, etc.) initiatives, recommendations for policy changes, and system changes as they relate to the Supply Master Plan.

1.110.1.4. Monitoring impacts of wholesale/retail interfaces on the AF supply system as a whole.

1.110.1.5. Prioritizing workload for changes to retail level ADS's, taking into account downward directed programs, other work groups initiatives, etc.

1.110.1.6. Evaluating and approving/disapproving suggestions from an AF perspective to achieve the best benefits for the AF supply system.

1.110.2. Membership.

1.110.2.1. Chairperson - HQ USAF/LGSP.

1.110.2.2. Secretariat - SSG/LGS.

1.110.2.3. Permanent members -- One representative per MAJCOM, SSG supply staff, AFLMA supply staff.

1.110.2.4. Other agencies/representatives (HQ AFMC/DRI, DLA, GSA), as required.

1.110.3. Meeting Frequency. The work group meets twice a year. In addition, if the chairperson agrees, the group will also meet at a member's request.

1.110.4. Computer Systems Requirements Documents (CSRDs) Prioritization. CSRDs will be broken out by pending, approved, deferred, completed, and canceled. The lists will be provided to the work group members 60 days prior to the work group meeting. Two weeks prior to the meeting, a list of any new CSRDs will be provided. Members are expected to come to the meeting with the pending and approved lists categorized into A, B, or C groups as defined below. CSRDs within the same category will not be further prioritized. The work

group will review the lists and agree on the priorities. The work group's prioritized lists will be provided to the MAJCOMs for additional review prior to the next AFSEB or directors' meeting. Once the directors give final approval, this becomes a roadmap for SSG efforts, recognizing that SSG has the management authority to make changes to meet mission needs.

1.110.4.1. Category A - to be done in one year.

1.110.4.2. Category B - to be done in two years.

1.110.4.3. Category C - all others.

1.111. Air Force Supply Training Advisory Council (AFSTAC).

1.111.1 Purpose. The AFSTAC meets for the following reasons:

1.111.1.1. To develop, review, and comment on new supply/fuels course material, as applicable, ensuring these materials are technically sound and current, staying abreast of changing Air Force logistics policy.

1.111.1.2. To provide a functional assessment of changes to supply/fuels training programs through the Utilization and Training Workshop (U&TW).

1.111.1.3. To report its assessments and make recommendations to both the AETC training organizations and to the AFSEB.

1.111.2. Membership. The AFSTAC is composed of representatives from each MAJCOM, Air National Guard, Air Force Reserve, and the 3440 TCHTS Supply Schoolhouse.

1.111.2.1. Chairman: The Functional Manager for Supply/Fuels Training, HQ USAF/LGSP, is the AFSTAC chairperson.

1.111.2.2. Advisors. The Air Force Personnel Center (AFPC) and the Chief of the Supply Division HQ SSG/LGS representatives serve as personnel and supply systems advisors as applicable. They will attend meetings as requested by the chairperson.

1.111.2.3. Secretariat. 3440 TCHTS Supply Training Flight (AETC Supply Schoolhouse) will act as the secretariat to the AFSTAC, and record and publish the meeting minutes. Minutes will be approved and signed by the board chairperson prior to publication.

1.111.3. Meeting Frequency. The AFSTAC will meet when called by the chairperson.

1.112. Air Force Materiel Command Mission Support Work Group (AFMCMSWG) Charter.

1.112.1. Purpose. The AFMCMSWG meets for the following reasons:

1.112.1.1. To focus on resolving supply and maintenance policy or system problems within AFMC. Issues that cannot be resolved by this group will be forwarded to the Air Force Weapon System Support Work Group (AFWSSWG).

1.112.1.2. To improve lines of communications among the Air Logistics Centers (ALCs), AFMC, and the MAJCOMs.

1.112.2. Membership. The AFMCMSWG is chaired by HQ AFMC/LGIR. This is an open forum and HQ USAF/LGSS, each MAJCOM and the ALCs are invited to attend.

1.112.3. Meeting Frequency and Location. The group will meet semi-annually at HQ AFMC.

1.112.4. Minutes. The group will distribute minutes to HQ USAF/LGSS, each MAJCOM, and the ALCs.

1.113. Air Force Communications Supply Working Group (AF CSWG) Charter.

1.113.1. *Purpose.* The AF CSWG is a permanent forum established by and reporting to the Air Force Materiel Management Board (AFMMB), which:

1.113.1.1. Develops and recommends policy changes to improve support of Communications and Information systems to AF/ILG for approval and implementation.

1.113.1.2. Identify and assess issues/problems with logistical support of Communications and Information systems.

1.113.1.3. Selectively entertains and solves support problems perceived by the commands to be major irritants or roadblocks.

1.113.1.4. Receives tasking from AF/IL staffs on Air Force logistics initiatives.

1.113.1.5. Reviews and evaluates initiatives designated to improve Communications and Information support.

1.113.1.6. Advise senior leaders on impact of initiatives on the Communications and Information system capabilities.

1.113.1.7. Provides mid and long range planning for supply support to Communications and Information systems and programs.

1.113.1.8. Provides linkage where necessary with other support forums, disciplines, and governing agencies for integration of total logistics support to Communications and Information systems.

1.113.2. *Scope.* The work group deals predominantly with logistics related matters, to include such issues as spares/asset inventories, authorizations, interservice depot repair and overall sustainment of Communications and Information systems and missions.

1.113.3. *Organization.* The work group is organized along lines similar to the AFMMB.

1.113.4. Membership. The work group consists of:

1.113.4.1. Chairperson - HQ AFCA/WFLS.

1.113.4.2. Permanent members - MAJCOM/FOA Supply and Communications and Information staff, Air Logistics Centers, DLA, SSG, CECOM, Tobyhanna Army depot, AFWA, AFFSA and other stakeholders.

1.113.5. *Participation.* Each permanent organization has an equal voice. When there is significant dissent among the MAJCOMs/FOAs, the chairperson will so inform the directors at the next AFMMB.

1.113.6. *Frequency.* The AF CSWG meets at least twice a year. Chairperson may call special meetings/VTCs as deemed necessary.

1.113.7. Goals of the work group are to:

1.113.7.1. Develop detailed milestones, assign specific OPRs, and take appropriate follow-up action to ensure initiatives are accomplished.

1.113.7.2. Provide direction on supply issues for the communications community.

1.113.7.3. Through session agendas and establishing working panels, roughly rank-order and resolve all pressing issues.

1.113.7.4. Provide a forum and organizational structure which fosters a cooperative approach to supply Communications and Information issues.

1.113.7.5. Coordinate and provide cross feed on supply Communications and Information issues with other disciplines and forums, which impact the supply community.

1.113.7.6. Support the grass roots of the community with better, less confusing, and more effective logistic policy and guidance.

1.114. Unused.

1.115. Unused.

1.116. Unused.

1.117. Unused.

1.118. Unused.

1.119. Unused.

1.120. Unused.

1.121. Unused.

SECTION 1J-- RESERVED.

1.122. Unused.

1.123. Unused.

1.124. Unused.

1.125. Unused.

1.126. Unused.

1.127. Unused.

1.128. Unused.

1.129. Unused.

1.130. Unused.

1.131. Unused.

SECTION 1K-- WHOLESALE LOGISTICS ENLISTED CAREER BROADENING EXPERIENCE PROGRAM.

1.132. General. This section addresses administration of a career broadening program to provide Wholesale Logistics Experience for Supply Management Noncommissioned Officers (NCO), Air Force Specialty Code (AFSC) 2S071. This section does not apply to members of the Air National Guard or United States Air Force Reserve.

1.133. Purpose of the Program. This program allows cross-fertilization of training, knowledge, experience, and perspectives to promote a better understanding of the “whole” supply system. The NCOs will learn

“wholesale” processes. They will also learn functional interfaces, materiel management, requirements or item processing, provisioning, procuring, budgeting, and funding processes.

1.134. Mandatory Qualifications.

1.134.1. Possess the rank of technical sergeant or master sergeant (nonwaiverable).

1.134.2. Have less than 15 years time-in-service (TIS) as of 1 August of the year reporting into the program. Waiver requests will be considered on a case-by-case basis; request for waiver should include assurance that the individual plans to continue with the entire program, to include follow-on assignments. The waiver needs to be submitted as an attachment to the volunteer package.

1.134.3. Have a 2S071 control AFSC (nonwaiverable).

1.134.4. Be eligible for permanent change of station (PCS) in accordance with AFI 36-2110, *Assignments*. Individuals within the Continental United States (CONUS) must have a minimum of three years time on station before departure for this program. Overseas returnees are eligible to apply for the program if they can meet the reporting dates of 1 January through 31 December in the year following their selection. Time on station waivers or date eligible to return from overseas (DEROS) curtailment will not be considered for this program.

1.134.5. Have completed one overseas tour.

1.134.6. Have a SECRET security clearance and be eligible to obtain a TOP SECRET security clearance.

1.134.7. Have no quality control restrictions.

1.134.8. Be recommended by their squadron commander.

1.134.9. Individuals volunteering for the program should be aware that he/she might encounter situations that are different than what is experienced in most Air Force assignments. These are not necessarily problems, but personnel should be prepared for the following:

1.134.9.1. The possibility of living in a high cost area on the economy rather than in base housing.

1.134.9.2. To work in a predominantly civilian environment.

1.134.9.3. In some instances, limited availability or nonavailability of normal military support services, such as a local finance office, medical care, military personnel flight, commissary, and base exchange.

1.134.9.4. Be financially situated for entry and assignment into the program.

1.135. Selection Process.

1.135.1. The HQ Air Force Personnel Center (AFPC), Supply Functional Manager (AFPC/DPAAD1) solicits volunteers during the months of April/May of each year by sending a message to all supply agencies and base personnel offices.

1.135.2. Volunteers for the program submit a package to their organization commander. See Attachment 1K-1 for format. The organization commander ensures the volunteer meets mandatory requirements, endorses approved packages, and forwards nomination packages to the Major Command (MAJCOM) Chief, Supply Division. The installation Chief of Supply/Senior Supply Officer must concur with the nomination packages for 2S0X1 personnel outside of the Supply organization before forwarding to the MAJCOM. The volunteer letter will therefore require an additional endorsement. The MAJCOM Chief, Supply Division will endorse all approved

packages and ensure arrival at HQ AFPC/DPAAD1, 550 C Street West, Ste 29, Randolph AFB TX 78150-4731, no later than 1 August each year.

1.135.3. The selection panel will convene in August/September each year and will be chaired by HQ USAF/ILSP. The selection panel will consist of HQ USAF/ILSP (Chairman, USAF Supply Chiefs Advisory Board), members of the USAF Supply Chiefs Advisory Board, and program managers from HQ Air Force Materiel Command (AFMC) and HQ Defense Logistics Agency (DLA). The selection will be based on the individual's volunteer status, qualifications, and career data. HQ AFPC/ DPAAD1 will notify the individuals by message NLT 30 days after being selected. The assignment location of each selectee will be based on AFI 36-2110 assignment policies, position availability, and assignment preferences. Career field and/or MAJCOM Functional Managers will notify non-selectees.

1.136. Program Administration.

1.136.1. HQ AFPC assigns three NCOs per year to each Air Logistics Center (ALC) within AFMC and three per year to each Defense Supply Centers (DSC) within DLA. The NCOs are assigned for a three-year controlled tour.

1.136.2. DLA NCOs will be assigned within a materiel management/supply area as dictated by the organizational composition of their respective DSC. At a minimum, NCOs will rotate through the inventory control point (ICP) operations, distribution (depot operations and transportation), contracting and production, and financial management areas. Participants should be afforded the opportunity to receive exposure/training in weapon system support, emergency supply operations center, provisioning, cataloging, and other related functional areas. NCOs will be rotated at least annually and be assigned specific tasks and duties in direct support of mission requirements.

1.136.3. The AFMC NCO program schedule will consist of three phases. Phase I, Materiel Management; Phase II, Production Management; and Phase III, Flexible, to meet follow-on assignment requirements. However, Phase III will primarily focus on Weapon System Spares/MAJCOM support issues. It is highly recommended that NCOs perform these duties within a Systems Program Office (SPO).

1.136.3.1. Phase I, Materiel Management Item Management:

1.136.3.1.1. Be involved in all aspects of D200A and D062 (optional) Item Management Process.

1.136.3.1.2. Determine requirements, initiate buy and repair actions, and forecast funding needs.

1.136.3.1.3. Manage an active range of national stock numbers (NSNs), with items, if possible, in the acquisition/provisioning phase.

1.136.3.1.4. Acquire knowledge of purchase request initiation/funding procedures.

1.136.3.1.5. Understand EXPRESS (Execution and Prioritization of Repair Support System) functionality.

1.136.3.1.6. Receive local training in D200A Computations, D035A/C/K Stock Control and Distribution (SC&D) Systems, and Weapon System Management Information System (WSMIS) Modules.

NOTE: Recommend attendance at available Acquisition Courses, i.e., SYS100/225, Logistics Support Activity (LSA) Courses, ACQ101, Fundamentals of Systems Acquisition Management, LOG101, Fundamentals of Acquisition Logistics, etc., towards certification in the Acquisition Professional Development Program (APDP) Acquisition Logistics Level I and II certification, if available. Internet acquisition courses can be taken at <https://dau4.fedworld.gov/dau/index.htm> should classroom courses not become available.

1.136.3.2. Phase II, Production Management:

1.136.3.2.1. Organic repair process, to include negotiation (Management of Items Subject to Repair (MSTR)), Execution and Prioritization of Repair Support System (EXPRESS), workloading, scheduling, planning, materiel forecasting, depot awaiting parts (AWP) activities. Exposure to the two-level maintenance process is desired.

1.136.3.2.2. Contract repair process.

1.136.3.2.3. Programmed depot maintenance materiel support.

1.136.3.3. Phase III, Flexible Schedule:

1.136.3.3.1. Participants will work with gaining MAJCOM/base level managers to tailor a schedule to meet follow-on assignment requirements, if known. For example, a follow-on as a Spares Manager, war reserve materiel (WRM) Manager, or Support Equipment Manager, may require specific assignment within the SPO. If specific duty responsibilities are not defined, as a minimum, wholesalers should be provided the primary systems used and programs worked within the Division/Branch to be assigned and obtain experience in those areas where applicable.

1.136.3.3.2. Other recommended areas to receive wholesale exposure in the third year include Agile Logistics and Re-engineering Initiatives, Major Source Selection, Key indicators/metric programs, Weapon System Analysis, Weapon System Support Program (WSSP), Consumable Item Transfer (CIT), and Reparable Support Division (RSD)/System Support Division (SSD) Funding and Ordering process.

1.136.4. Program Manager(s) will meet at least quarterly with program participants. These meetings will be utilized to determine if program/training objectives are being met and make adjustments as required.

1.136.5. Program participants will prepare and submit an “End of Tour” report no later than 30 days prior to PCS departure date. The report will be used to review each member’s observations as a program participant. This report will be used to make improvements in the program. The format for the report may vary. However, the content will include, at minimum, constructive comments about the overall program, recommendations for enhancements, identification of assignment highlights, and any other comments that the program participant feels will benefit future participants. Report will be submitted through the Center Program Manager (PM) to the HQ AFMC and HQ DLA Program Manager as appropriate. (This reporting requirement is exempt from licensing in accordance with paragraph 2.11.5. of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*)

1.136.6. For the annual Directorate of Supply (ILS) Awards, program participants will compete in the Staff Supply NCO of the Year Category.

1.137. Career Broadening Assignments.

1.137.1. AFSC 2S071 volunteers rank order their preference for AFMC and DLA assignments (e.g., Ogden ALC, Defense Supply Center Columbus (DSCC), etc.).

1.137.1.1. DLA has 9 wholesale positions; three each at the following DSCs:

1.137.1.1.1. Defense Supply Center Columbus (DSCC), OH.

1.137.1.1.2. Defense Supply Center Richmond (DSCR), VA.

1.137.1.1.3. Defense Industrial Supply Center (DISC), Philadelphia, PA.

1.137.1.2. AFMC has 9 wholesale positions; three each at the following ALCs:

1.137.1.2.1. Oklahoma City ALC (OC-ALC), Tinker AFB, OK.

1.137.1.2.2. Ogden ALC (OO-ALC), Hill AFB, UT.

1.137.1.2.3. Warner-Robins ALC (WR-ALC), Robins AFB, GA.

1.138. Follow-On Assignments. HQ AFPC finalizes follow-on assignments not later than October of the year before completion of career broadening assignments. Follow-on assignment choices will equal the number of Wholesalers graduating each year. Graduates are normally assigned to a MAJCOM staff; however, based on mission requirements some individuals may be assigned to other units. Some of the possible locations are Air Staff, Regional Supply Squadrons, Supply Schoolhouse, HQ Defense Logistics Agency, Standard Systems Group, Air Force Logistics Management Agency, or base-level. Members must have a current AF Form 392, **Airman Assignment Preference Statement**, on file at HQ AFPC no later than 1 September of the year before completion of their career broadening assignment.

1.139. Review Conference. A Wholesale Logistics Enlisted Career Broadening Experience Program Review Conference will be conducted as required. The hosting of the conference will rotate between HQ AFMC and HQ DLA. Attendance will consist of a minimum of one representative from each DSC, ALC, SSG, DLA, AFMC Program Managers, HQ USAF/ILSP and HQ AFPC/ DPAAD1. Additional attendees will be invited as required.

Attachment 1A-1

DEFINITIONS

1A1.1. For the purpose of this manual, the following definitions and abbreviations will have the meaning indicated:

Above Termination. That condition where the quantity of an item of materiel on hand exceeds the quantity authorized or required to be on hand. This does not create a classification of supply but merely requires a further determination as to that quantity to be retained (economic reserve or contingency reserve) and that which is to be processed as excess.

Acceptable Substitute. An item of materiel acceptable to an item management specialist (IMS) in lieu of a specifically requested stock-numbered item of supply.

Acceptance of MIPR (DD Form 448-2). A form used by a procuring department to notify a requiring department of the action taken or to be taken upon a MIPR.

Acceptance at Destination. The taking of title to property by the Air Force at the specified delivery point. Generally is similar to the commercial term FOB Destination.

Acceptance at Origin. The taking of title to property by the Air Force at the point of shipment. This corresponds generally to the commercial term FOB Carrier. This does not imply that payment has been made at the time title passed to the purchaser and does not mean that the government by taking title gives up the right to reject articles not conforming to contract specification.

Accessorial Charges. Expenses of packing, crating, and transporting (including port handling and stevedoring) added to the sales price of materiel in effecting reimbursement therefor.

Accessories. Items designed to be attached to or used in connection with a motor vehicle to add to its utility or ornamentation.

Accountability. The degree of responsibility for property which exists when a record of property is maintained on a numbered stock record account which is subject to audit.

Action/Suffix Code. A predetermined code assigned to an input (DD Form 1348 series; AFMC Form 95 (replaces AFLC Form 244), "Issue Request;" inventory adjustment vouchers, etc.) for the purpose of identifying the action to be taken by the computer.

Active Location. A location in which a normal quantity of an item is stored and which may be replenished from reserve location.

Activity, Ordering. An activity which originates a requisition for materiel or an order for procurement, production, or performance of work or services by another activity.

Activity, Reporting (In Supply Management). An activity which is required to render stock status or financial inventory reports of designated categories of materiel to an IMS or other authority.

Administrative Support Equipment. Equipment not essential to the performance of assigned operational missions and tasks. Included are administrative and habitability equipment, such as office machines, drinking fountains, laundries, and movie projectors.

Advance Attrition. Basic aircraft inventory which is lost in the air or on the ground owing to accident, mishap, and/or because the aircraft are beyond economical repair.

Advice Codes. A coding structure for the purpose of transmitting instructions considered by the creators of requisitions to be essential to the desired supply action. Insertion of advice codes is at the discretion of the initial document creator. These codes are opposite to status codes in that directional flow is reversed.

Aeronautical Property. Aircraft and/or components, parts, and accessories.

AFMC Weapon System Logistic Officer (WSLO). The individual employed by the appropriate system support manager (SSM) will be located permanently at each overseas and CONUS AF base having aircraft supported under this concept. The AFMC WSLO will be responsible for insuring adequate supply support to the assigned priority weapons to effect a high level of operational readiness at all times. This will involve all logistic elements within the base complex; such as, supply, maintenance, procurement, etc., and will require the individual to resolve all depot supply problems in support of the weapon with the SSM.

Air Force Base. An air base for support of AF units consisting of landing strips and all components or related facilities for which the Air Force has operating responsibility, together with interior lines of communications and the minimum surrounding area required for local security.

Air Force Equipment Management System (AFEMS). The system used at AF base, major command, AFMC, and HQ USAF to manage nonexpendable equipment, plus base level management of certain expendable items such as hand tools, individual issue equipment, and war reserve materiel. AFEMS includes the areas of allowances, authorizations, accounting, physical inventories, reporting and requirements computation. The system applies to both AFMC centrally procured and base funded items. AFEMS employs the concept of centralized equipment management office at AF base level under the direction of the chief of supply. Centralized equipment management at major command level is assigned to the command equipment management office (CEMO). Centralized management of AF-wide equipment inventories is accomplished through the USAF Equipment Data Bank for AFMC and HQ USAF.

Air Force Equipment Management Team (AFEMT). A team of AF representatives acting for and in the name of the Chief of Staff, USAF, which evaluates compliance with equipment management procedures and effectiveness of the AFEMS.

Air Force Primary Representative. The commander or the designated representative having predominate interest in the federal supply group or class (FSG/FSC) assigned to the individual commodity coordination group. The AF primary representative of the field component may also be designated as the group chairman.

Air Force Property Officer. A commissioned or noncommissioned officer designated to assume responsibility for the AF property assigned.

Air Force Reserve Region. HQ USAF controlled units assigned directly to HQ AFRES for the purpose of directing activities of the AFRES within specified geographical areas and to exercise command jurisdiction over assigned units.

Air Force Secondary Representative. The commander or designated representative of the field component having an interest in only a segment of the FSG/FSC assigned to the commodity coordination group.

Air Force Section. That division of each military assistance advisory group (MAAG) responsible for AF programmed actions.

Air Force Supplies. Materiel/supplies made available to AF activities and/or facilities, through defense military management agencies or other authorized supply sources, in order to support the USAF mission (see "materiel" and "supplies").

Air Force Supply Directive (AFSD). See supply directives.

Air Logistics Center (ALC). An AFMC operational activity charged with worldwide responsibility for receiving, storing, and shipping material; organically accomplishing repair and modification tasks; contracting with industry for manufacture or repair as directed by materiel management for assigned weapon systems, equipment or items of supply; and providing technical and logistics support for AF operational units, other service agencies and foreign military customers.

Air Logistics Center Detachment (ALC Detachment). An AFMC support group, under the operational control of the site activation commander, responsible for effective and responsible accomplishment on-site of logistical and engineering responsibilities.

Air Movement Designator. Any combination of letters and numerals assigned according to established code to a shipment of materiel or passengers as an identification and priority authorization for movement by air.

Air National Guard Base Supply Officer. A duly appointed officer of the ANG who maintains prescribed records for all federal property in possession of an ANG base. An ANG base supply officer appointed as an assistant US Property and Fiscal Officer (USP&FO) maintains accountable property records for and in the name of the USP&FO.

Air Reserve Base. A base, operating under the Air Reserve Technician Program, which provides the personnel, equipment, and facilities required to support training, including flying training, for designated AFRES individuals and units.

Air Reserve Center. A regular AF monitored organization which provides the personnel, equipment, and facilities required to conduct and supervise Air Reserve Center training, and to administer and support AFRES individuals and units assigned or attached thereto.

Aircraft Cartridge Actuated Personnel Escape Systems Devices (FSC 1375). Explosive actuated devices used in conjunction with seat ejection systems, canopy removers, and space parts, and components thereof.

Aircraft Manufacturer's Standard Parts. An aircraft part which is identified in a USAF supply catalog as an aircraft manufacturer's standard part; such as, "Douglas Standard." These parts are identified under a manufacturer's part number and may be used on more than one type of aircraft manufactured by a single manufacturer.

Airman. An enlisted person of either sex in the USAF, as distinguished from an officer or warrant officer.

Airport Property. Any surplus real property including improvements and personal property located thereon as part of the operating unit, which, in the determination of the administrator of civil aeronautics, is essential, suitable, or desirable for the development, improvement, operation, or maintenance of a public airport; or reasonably necessary to fulfill the immediate and foreseeable future requirements of the owner or operator for the development, improvement, operation, or maintenance of public airport, including property needed to develop resources of revenue from nonaviation business at a public airport.

Aisle. Any passageway within a storage area.

Alert Force. Immediate launch capability.

Allotted Space. Gross space available for storage which has been formerly apportioned for use.

Allowance (equipment). The stated quantity of a specific item of equipment, considered as normally required by a given function, which is established through the allowance document basis of issue as the maximum which may be authorized by the appropriate level of authority.

Allowance Source Codes (ASC). The three-position number of the allowance document from which the authorization was derived, or an assigned three-position number which identifies authorizations derived from sources other than allowance documents. Approved ASCs are published in AFR 0-10.

Ammunition. Materiel used in discharging firearms or weapons which throw projectiles or initiate fire, disperse, or convey agents of warfare. Materiel or items containing materiel which energize, by the explosive force of self-oxidizing solid or liquid propellants such items as missiles, aircraft, parts of aircraft, or other equipment. Missiles which are thrown, dropped, or otherwise projected. In general, the terms include toxic, nontoxic, biological, incendiary, explosive, smoke agents, chemical spray tanks, bombs, warheads, rockets, the explosive components of catapult and canopy-remover devices, explosive demolition materiel, grenades, mines, pyrotechnics, and all types of devices used for igniting and exploding them, such as primers, detonators, cartridges, squibs, boosters, igniters, blasting caps, bursters, and fuses. Also included are inert, sectionalized, or empty models of "live round" and drill ammunition and/or explosive materiel. Inert parts or components of end items of ammunition explosive materiel also are included.

Area Supply Support Activity. A supply distribution activity assigned responsibility for the storage and distribution of supplies for a given geographical area.

Assembly Area. The gross area used for collecting and combining materiel components into units, kits, or assemblies.

Assembly Point. The AF depot or sub-storage area of an AF depot, in the CONUS designated to receive and store materiel on assembly type supply directives.

Assembly Type Supply Directive. A supply directive initiated for the purpose of gathering specified items of supplies and equipment at a specified point within the CONUS prior to shipment to the ultimate consignee or for storage and subsequent shipment.

Associate Contractor. A contractor of the missile program, responsible for the production of a specific major system within the selected missile weapon system; such as, airframe, propulsion, guidance, etc.

Astronautics. The art and science of flying through space or sending wing guided vehicles or missiles through space.

Authorization. A validated equipment requirement established according to volume 4, part 1, for a specific item in a stated quantity for a specific organization for entry in AFEMS records. Where authorizations are based upon allowance document stated quantities the authorized quantity will be less than, or may be the same as, but cannot exceed the stated allowance.

Authorized Requirements. Requirements which are specifically authorized by publications (HQ USAF or AFMC), such as training ammunition allowances, and combat levels prescribed by HQ AFMC.

Automated Data Processing System (ADPS). A centralized management system which utilizes rapid two-way communications and a central facility containing a computer and other devices to enable management personnel to evaluate informational inputs received, to determine a course of action, and to issue instructions based on predetermined policies and procedures.

Automatic Resupply. The automatic distribution of supplies without the necessity of requisitions.

Autosonde Reconciliation Report (AF Form 866). A form on which participating activities will semiannually report all assets of items listed available in depot supply and at detachment level. Forms will be provided by Sacramento ALC in duplicate and upon completion the original will be returned to Sacramento ALC by the specified date. RCS: MTC-LG(Q)7934 applies.

Autosonde Reconciliation Worksheet. A worksheet utilized by Sacramento ALC which reflects information obtained from the autosonde reconciliation report submitted by the using activities. Automatic shipments may be adjusted, both up and down, as a result of this worksheet computation in order to maintain the established stock level.

Autosonde Shipping Record. A record maintained by Sacramento ALC which indicates quantities shipped to the bases and the document numbers of these shipments.

Auxiliary Equipment. Equipment which supplements primary equipment or takes the place of primary equipment should the primary equipment become inoperative. This term includes equipment other than primary equipment, but of greater importance than administrative support equipment. Examples of auxiliary equipment are vehicles; ordnance, communication, and engineer equipment; other than that designated as primary equipment.

Aviation Fuels. This term is used in part three, chapter 1, to designate all products included in the aviation fuels management category, fuels division, AF stock fund. It will include all grades of aviation gasoline, jet fuels and aircraft engine lubricating oils and related services.

Bachelor Item. An item that has no interchangeable relationship to another item.

Back Order. An obligation, assumed and recorded by any supply echelon, to issue at a subsequent date a requisitioned item which was not immediately available for supply.

Back Order Recycle Notice. Items held in back order status due to lack of funds for recycle into daily random process when funds become available for a particular fund code.

Bailed Aircraft.

1. Air Force-owned aircraft which are under the operational control and in possession of a contractor or other commercial agency as a result of written lease or contract are considered on bailment to such agency.
2. Aircraft not owned by the Air Force which are under operational control of the Air Force and operated by AF crews under the terms of a lease or contract are considered on bailment to the Air Force.

Ballistic Missile. Any missile guided especially in the upward part of its trajectory but becoming a free-falling body in the latter stages of its flight through the atmosphere. This missile contains guiding devices such as preset mechanisms but it is distinguished from a guided missile in that it becomes a free-falling body, subject to ballistic reactions as it descends through the atmosphere. Currently, the term has a strong connotation of a missile designed to travel outside, or in the outer reaches of the atmosphere, before plunging toward its target.

Base Accounting and Finance Officer (BAFO). The individual in the office of the base comptroller charged with the technical responsibility for the financial accounting, disbursing, and financial reporting for all appropriations, funds, and financial resources of the Air Force.

Base Delivery Priority Code. A numeric code which indicates the maximum time permitted to elapse until the materiel is delivered to the requester, or action has been completed to forward the requirement to the next higher echelon of supply.

Base Fuels Management Office (BFMO). The office charged with responsibility for the inventory, receipt, storage, and issue of missile fuels and related items and maintaining quantity records for such transactions at base level to include such items used by contractors performing research, development, and testing at the base.

Base Supply. The activity responsible for requisitioning, receiving, storing and issuing, including maintenance of accountable records of supplies/equipment supporting the assigned mission of the base wing.

Base Supply Officer. An officer designated to maintain a formal stock record account of and be responsible for all supplies for a designated serially numbered stock record account.

Basic Maintenance Allowance. The amount paid to airmen in cash for the seventh through the thirty-sixth month of continuous active service inclusive, for the purchase and/or repair of personal clothing.

Basic Military Schools. Those activities of the Air Training Command to which airmen are sent for basic training.

Basic Supply Table. A basic supply table will contain all items that are common to a designated type and model of subsystem or equipment.

Basis of Issue. Authority which prescribes the number of items to be issued to an individual, a unit, a military organization, or per piece of equipment.

Bay. An area formed by dividing bulk storage floor space into rectangles for the purpose of establishing storage locations.

Bay Subdivision. An area formed by dividing a bay into rectangles.

Bench Check. A workshop check for the condition, completeness, or working order of a piece of equipment.

Bench Item. Air Force end articles used in classroom instructions for disassembly, assembly, adjustment, bench test, or as individual demonstration and instructional item.

Bench Stock. A stock of consumption type supplies and parts established at or near points of consumption to ensure continuous and uninterrupted operations.

Bill of Materiel.

1. A descriptive and quantitative listing of materiel, supplies, parts, and components required to produce a designated complete end-item, assembly, or subassembly, to overhaul or repair such an item, or to construct or repair a structure or facility item. May also show estimated costs.
2. Engineered Bill of Materiel. A listing of materiel prepared by an AMC area/region, based on standard facility equipment lists (SFELs) or nomenclatured items contained in the program, communications-electronics support program (PCSP) document, but modified to include only specific items and quantities of materiel required for a specific communications-electronics (C-E) project. Bill of materiel for outside plant will be based on T.O. 31-1-8.
3. Approved Bill of Materiel. An engineered listing of materiel that has been reviewed and approved for technical adequacy.
4. Published Bill of Materiel. A listing of materiel published by the AFCS (supply) agency. This bill is based on an approved bill of materiel for a particular scheme and is published after verification of the supply information.

Bin. An individual compartment or subdivision of an erected storage aid used to store small items.

Bin Storage Space. That space in which storage bins or stock racks have been erected and includes the working spaces between bins.

Bin Subdivision. A small compartment or subdivision of a bin formed by use of dividers or partitions within a bin.

Black Box. Any unit made up of a group of components that may be put into, or removed from, a radar set, a missile, or the like, as a single package.

Block House/Launch Control Trailer. The structure or trailer which contains the precision measurements equipment which gives the countdown officer the go or no go signals for a component or system of a missile.

Box Pallet. A pallet on which a box has been constructed to load supplies of odd shapes and sizes. Normally, the front or the top of the box pallet is left open.

Build-up. The process of developing a military force or organization to a prescribed strength or of accumulating a specified stockage objective of war materiel.

Built-in. Of an accessory, feature, or capability incorporated in a piece of equipment or logistic system.

Bulk Liquid Storage Space. Storage space in tanks designated for storage of liquids in bulk.

Bulk Materiel. Materiel stored and listed by volume, footage, weight, or liquid measurement, as petroleum, bar stock, and lumber.

Cadet. A student who has been formally enrolled in the AFROTC program and is entitled to all benefits authorized by law and regulations pertaining thereto.

Caged Storage. Storage space within a building specially screened or barricaded to prevent pilferage.

Calibrate. To mark a scale of given value on an instrument or tool; to rectify instrument readings to compensate for error; to convert a reading into another value by applying corrections.

Cannibalization. The authorized removal of specific components from one item of AF property for installation on another item of AF property to meet priority requirements with the obligation of replacing the removed components.

Captive Firing. A simulated firing during which the missile is put through its paces but is not permitted to lift off.

Captive Parts. Parts manufactured by a single source and available only from the manufacturer or his franchised dealers, precluding purchase of such parts by independent parts jobbers at usual trade discounts. Additionally, there is no substitute item manufactured or distributed nationally through independent parts dealers.

Care and Handling. Includes completing, repairing, converting, rehabilitating, operating, preserving, protecting, insuring, packing, storing, handling, conserving, preparing for shipment, transporting, and loading property, and in the case of property which is dangerous to public health or safety, destroying or making such property harmless.

Carrying Point. A Defense Logistics Agency (DLA) center stock point which stocks a specific group of items not normally stocked by other depots.

Cash Collection Voucher (DD Form 1131). The form used when an individual of his own volition admits pecuniary liability for loss, damage, or destruction of public property.

Cash Sales. Sales made to authorized personnel for cash.

Cataloging Management Data Notification (CMDN) Card. An EAM card keypunched with appropriate data to provide a standardized means for communication management data between DLA/GSA/DLSC and the military services.

Category. One of the considerations used in classifying AF inventory into management categories. It is directly related to unit costs or dollar value of annual issues. Volume 1, part 4, chapter 1, attachment 1A-27, contains the authorized category codes and their explanations.

Category "A" Crystals. Those crystals used as part of standard electronic/avionic equipment where the frequency of the crystal normally has been pre-established. They are identified in the equipment manual by frequency, type, or other identifying information. Also included in this category are crystals used in electronic/avionic equipment where the frequency of operation is optional; however, experience dictates that the frequency of the crystals required does not often change. Category "A" crystals are logical spare parts and candidates for NSN action. Examples of Category A crystals are:

1. UHF guard frequency.
2. VHF guard frequency.
3. Radar approach control frequency.
4. Tower common control frequency.
5. Selected Nav aids (TACAN/ILS/T-VOR).
6. Test equipment (electrical and electronic).
7. Avionics and aerospace ground equipment/systems.

Category "B" Crystals. Those crystals where the frequency cannot be pre-established but, rather, where the operation/mission dictates a particular frequency requirement which in turn results in a computed crystal frequency. The required crystal frequency will usually be peculiar to a particular operation/mission and recurring requirements for this crystal frequency are not anticipated. It should be recognized, however, that the computed frequency for a particular operation/mission may be the same as an already stock listed crystal. Category "B" crystals are not normally considered as candidates for cataloging action unless recurring demands for the same crystal are received. In this instance the crystal may become a candidate for NSN action.

Category I Enlisted Individuals. Enlisted individuals released from active duty who have unexpired enlistments in the ANG or further obligated service with the AFRES. These individuals will be required to use, in the performance of duty, the uniforms in their possession at the time of release from active duty.

Category II Enlisted Individuals. Enlisted individuals discharged from active duty, who have no further service obligation, but who voluntarily enlist in the ANG or AFRES. These individuals will not be required to use the uniforms in their possession at the time of discharge, but will, in the interest of the national economy, be urged to do so.

Category III Enlisted Individuals. Male individuals released from the ANG who have further obligated service in the AFRES pursuant to the Universal Military Training and Service Act Amendments of Public Law 51, 82nd Congress, will be required to use in the performance of such duty, the uniforms in their possession at the time of release from the ANG.

Category IV Enlisted Individuals. Nonprior service individuals who are participating in the AFRES six-month training program.

Centrally Managed Item. An item of materiel subject to central requirements determination, central supply control, central procurement control, and central distribution control under cognizance of item managers of the military services.

Centrally Managed Parts. Parts procured, stored, and issued by other government agencies, such as DLA, Army, etc.

Centrally Procured (CP) Items. CP items refer to stock listed items having a CP procurement source code.

Charge Sales to Enlisted Individuals. Sales made to individuals wherein the value of articles sold is charged against the individual's military pay record (category 21 - initial allowance; category 22 - health and appearance).

Charter Carriers. Air Force carriers under agreement to any department of the US Government. This agreement may be an oral or written contract and the rates will equal those on file with the civil aeronautics board. Charter carriers may or may not be under operational control of the department executing the agreement.

Checkout. The process of testing or checking a missile or drone during first-line life for:

1. Preparation for launching.
2. Maintenance in ready to launch condition.
3. Periodic testing or checking of guided missiles or drones in storage.
4. Practice or training exercise for personnel proficiency.

Civil Aeronautics Board (CAB). A board within the framework of the Department of Commerce that issues certificates to civil airlines, fixes rates, promulgates air safety standards and requirements for the airworthiness of aircraft, and investigates aircraft accidents.

Civil Aircraft. Aircraft (domestic and foreign) operated by private individuals or corporations of any national registry, and foreign government-owned commercial aircraft in other than military or government operations.

Civil Reserve Air Fleet (CRAF). Aircraft owned and operated by private industry which are convertible to government use on a contract basis in time of emergency to ensure immediate and continuous logistical support in wartime. Certain equipment and supplies are prestocked and prepositioned by civil air carriers. The WCDO document also contains these objectives.

Claim. Request by enlisted individuals for reimbursement for clothing lost, damaged, or destroyed, incident to service, rather than fair wear and tear.

Classes of Supply. See attachment 1A-2.

Clothing Item.

1. Class A Items. Items of uniform clothing supplied through the DoD wholesale and retail supply systems which are new and unused in appearance and serviceability.
2. Class B Items. Uniform clothing supplied through the DoD wholesale and retail supply systems, other than class A, with appearance and serviceability acceptable for wear.

Clothing Maintenance Allowance. Cash payments made to enlisted individuals, in addition to other pay and allowances, for the purpose of buying replacement clothing to maintain the prescribed quantity of mandatory clothing items, and for repair of clothing, including footwear.

Clothing Monetary Allowance System. A system of providing personal clothing to airmen wherein enlisted individuals are credited with various types of monetary allowances with which to initially purchase, repair, and replace clothing.

Code. A system of numbering, or otherwise designating, accounts, vouchers, reports, and other documents, or item data therein, in such a manner that the symbols used will facilitate transmission, classification, tabulation, or analysis in a predetermined arrangement.

Cold Storage. Storage space in which a controlled temperature below 50 degrees may be maintained.

Collateral Equipment. Items of equipment (other than real installed property as defined by AFR 87-5) which are contractor affixed (AF/CO-CO/CO) to a utility connection which contribute to the functional operation of a facility; such as, dining hall, bakery, service club, etc. Normally, collateral equipment will be identified in a definitive drawing and/or appropriate equipment allowance document and reflected in the EMO accountable record.

Combat Ammunition. All ammunition and explosive materiel used or designated for support of combat operations.

Combustibility. The relative combustibility of materiel is defined as follows:

1. Hazardous. Materiel which, either by themselves or in combination with their packaging, are highly susceptible to ignition and will contribute to the intensity and rapid spread of fire (see hazardous commodities).
2. Moderate Combustibility. Materiel and their packaging, both of which will contribute fuel to fire.
3. Low Combustibility. Materiel which, in themselves, will not normally ignite, but which, in combination with their packaging, will contribute fuel to fire.
4. Noncombustibility. Materiel and their packaging which will neither ignite nor support combustion.

Command Equipment Management Office (CEMO). The major command or separate operating agency organization responsible for management of the command equipping program.

Command Equipment Management Team (CEMT). A group of equipping specialists operating as traveling teams to perform on-the-spot surveys of CEMO operations along with the accomplishment of equipment authorization and utilization reviews. Teams operate under the jurisdiction of the CEMO.

Commandant Air Force ROTC. The commandant is the senior USAF officer assigned to HQ AFROTC and is responsible for the administration of the AFROTC program at educational institutions on behalf of the Commander, Air University.

Commander. For the purpose of action (chapter 17), the commander will be one of the following:

1. For AFRES units and individuals assigned or attached to a reserve center, the commander of the center.
2. For AFRES units which have been civilianized under the Air Reserve Technician Program, the commander of the Air Reserve Base.
3. For mobilization assignees, the commander of the AF unit to which assigned or attached for training.

4. For Aerial Port Squadrons, Air Terminal Squadrons, AMC Squadrons and Detachments, and Air Force Reserve Recovery Groups, the commander of the designated unit.

Commodity. A grouping or range of items which possess similar characteristics, have similar applications, or are susceptible to similar supply management methods.

Commodity Depot. Any depot, other than the monitoring depot, assigned supply responsibility of an item or component required for modification technical order compliance.

Common Carriers. Aircraft operating commercially as carriers.

Common Item. Those AF items of supply having application to two or more weapon systems or nonweapon systems, subsystem, support equipment, including components and spares related thereto.

Common Item Class. An AF commodity class containing items of supply which are commonly used and have general applications, such as hardware, paints, dopes, metals, gases, petroleum products, chemicals, office supplies, etc.

Common Parts. Parts produced by more than one manufacturer, available from more than one source of supply in the competitive commercial replacement parts system, and having application on more than one type or make of vehicle.

Common Service. Service performed, or supplies, materiel, and equipment furnished by one department for one or more departments for which no charge is made to the other departments.

Communications-Computer Systems Program Plan (CEPP). A comprehensive implementation plan which controls the program management effort (see AFM 700-4, chapter 2).

Communications/Crypto/Meteorological Equipment Inoperative for Parts (CCMEIP). A priority request for parts required to return an inoperative AFCC or air weather station facility to operational status. The request reflects a condition of group C-E equipment which precludes mission performance due to lack of a part (not an entry on an off-base requisition).

Communications-Electronics-Meteorological (CEM). The term used to indicate ground CEM equipment.

Communications-Electronics-Meteorological (CEM) Project. A document prepared by AFCC which contains the detailed engineering installation and supply data necessary to install a CEM facility.

Component. An article manufactured for use in assemblies, subassemblies, end items, or end products when such an article is listed in the blueprint, drawing, technical order, or specification of the respective assembly, subassembly, end item, or product. It is construed to exclude parts of end items or assemblies having a 100 percent replacement factor during overhaul or repair; that is, nuts, bolts, gaskets.

Computer Tables. Computer records reflecting pertinent information indicative of the subject which is used in editing and processing transactions. For example: Purchasing activity code table, DSA routing identifier, fund code, requisition exception code, update table, etc.

Concealed Damage. Damage to the contents of a package which is in good condition externally.

Concealed Shortage. Shortage in the contents of a package which bears no indication of having been opened.

Condition. That state of physical being which determines the suitability of an article to adequately carry out the purpose for which it was designed or authorized.

1. Serviceable condition.

a. Code "A" Serviceable (Issuable without qualification; DD Form 1574, "Serviceable Tag - Materiel," or DD Form 1574-1, "Serviceable Label - Materiel"). New, used, repaired, or reconditioned materiel which is serviceable and issuable to all customers without limitation or restriction (shelf life - more than six months).

b. Code "B" Serviceable (Issuable with qualification; DD Form 1574 or 1574-1). New, used, repaired, or reconditioned materiel which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities or geographical areas by reason of limited usefulness or short service life expectancy (shelf life - three-six months [inclusive]).

c. Code "C" Serviceable (Priority issue; DD Form 1574 or 1574-1). Items which are serviceable and issuable to selected customers, but which must be issued before condition codes "A" and "B" materiel to avoid loss as a usable asset (shelf life - less than three months).

d. Code "D" Serviceable (Test/modification; DD Form 1576, "Test/Modification Tag - Materiel," or DD Form 1576-1, "Test/Modification Label - Materiel"). Serviceable materiel which requires test, alteration, modification, conversion, or disassembly prior to issue. (This does not include items which must be inspected or tested immediately prior to issue.)

2. Unserviceable condition.

a. Code "E" Unserviceable (Limited Restoration; DD Form 1577-2, "Unserviceable [Reparable] Tag - Materiel" and DD Form 1577-3, "Unserviceable [Reparable] Label - Materiel"). Materiel which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.

b. Code "F" Unserviceable (Reparable; DD Forms 1577-2 and 1577-3, or AFTO Form 350, "Reparable Item Processing Tag"). Economically reparable materiel which requires repair, overhaul, or reconditioning (includes reparable items which are radioactively contaminated).

c. Code "G" Unserviceable (Incomplete; DD Forms 1577-2 and 1577-3, or AFTO Form 350). Materiel requiring additional parts or components to complete the end item prior to issue.

d. Code "H" Unserviceable (Condemned; DD Form 1577, "Unserviceable [Condemned] Tag - Materiel," or DD Form 1577-1, "Unserviceable [Condemned] Label - Materiel"). Materiel which has been determined to be unserviceable and is uneconomical to repair. The article may be placed in such condition by not meeting specification, damage, or by direction of higher authority. Condemned condition is further classified as condition condemned and directed condemned.

(1) Condition condemned is that state in which an article either cannot be repaired or the estimated cost of repair, including materiel and labor, exceeds the maximum repair allowance established for the affected article. The maximum repair allowance for AF property is established at 75 percent of the serviceable supply catalog price. Expendability, recoverability, reparability, category coded "XD" items with a unit cost of \$300 or more will not be condemned at field level, regardless of the 65 percent allowance, unless damaged or worn totally beyond repair, directed condemned, non-listed in USAF Federal Supply Catalog; coded DSP (disposal); or normal source of supply is LP (local purchase) or LM (local manufacture). **NOTE:** When serviceable prices are not available in supply catalogs, the cost indicated on property records will be used. These limitations will not apply to items in critical short supply.

(2) Directed condemned (formerly administratively condemned) is that state in which a time compliance technical order (TCTO), issued by the Commander, AFMC, through authority vested in the IMS/SSM, directs condemnation action. This is accomplished according to criteria in the technical order without

regard to personal judgment of the inspector, condition, or status of the item. Dated items which are subject to time expiration are an exception and will continue to be processed (T.O. 00-20K series).

3. Suspended condition.

- a. Code "J" Suspended (In stock; DD Form 1575, "Suspended Tag - Materiel" and DD Form 1575-1, "Suspended Label - Materiel"). Materiel in stock which has been suspended from issue pending condition classification or analysis, where the true condition is not known.
- b. Code "K" Suspended (Returns; DD Forms 1575 and 1575-1). Materiel returned from customers or users and awaiting condition classification.
- c. Code "L" Suspended (Litigation; DD Forms 1575 and 1575-1). Stock held pending litigation or negotiation.
- d. Code "M" Suspended (In work; DD Forms 1575 and 1575-1). Materiel identified on inventory control record but which has been turned over to a maintenance facility or contractor for processing.
- e. Code "N" Suspended (Ammunition in stock; DD Form 1575 or 1575-1). Ammunition suitable for emergency combat use only.
- f. Code "O". Not to be assigned.
- g. Code "P" Unserviceable (reclamation). Materiel determined to be unserviceable, uneconomically repairable as a result of physical inspection, tear down or engineering decision. Item contains serviceable components or assemblies to be reclaimed.
- h. Code "Q" Suspended (quality deficient exhibits). Quality deficient exhibits returned by customers/users as directed by the IMM due to technical deficiencies reported by quality deficiency report. Exhibit requires technical or engineering analysis to determine cause of failure to perform in accordance with specifications. This code is for intra-Air Force use only (not applicable to ammunition items).
- i. Code "R" Suspended (reclaimed items, awaiting condition determination). Assets turned in by reclamation (note 1) activities which do not have the capability (that is, skills, manpower, or test equipment) to determine the materiel condition. Actual condition will be determined prior to induction into maintenance activities for repair/modification.
- j. Code "S" Unserviceable (scrap). Materiel that has no value except for its basic materiel content. No stock will be recorded as on hand in condition code "S." This code is used only on transactions involving shipments to DRMOs. Materiel will not be transferred to condition code "S" prior to turn-in to the PDOs if materiel is recorded in condition code "A" through "H" at the time materiel is determined excess. Materiel identified by NSN will not be identified by this condition code.
- k. Code "T" - "Z" Not assigned. Reserved for future assignment by DOD.

NOTES:

- 1.** Refer to DoD 4140.27-M for serviceability time frames associated with shelf-life items. Supply condition codes "J" through "R" will not be used for materiel turn-ins to the DRMO.
- 2.** Condition code "J" through "P" will not be used for materiel turn-ins to the DRMO.

Consignee. The person or activity from whom materiel is being shipped, as indicated in the ship from block on the release/receipt or shipping document.

Consignor. The person or activity from whom materiel is being shipped, as indicated in the ship from block on the release/receipt or shipping document.

Consumption Item. Items which are either consumed in use or which lose their original identity during periods of use by incorporation into or attachments upon another assembly. Consumption items are issued on an as required basis and consist of such supplies as maintenance parts, raw materiel, office or housekeeping supplies consumed in use, and other similar items.

Continental United States (CONUS). United States territory including the adjacent territorial waters located within the North American continent between Canada and Mexico.

Contingency Reserve. That portion of the quantity of a military type item in long supply for which there exists no foreseen requirement, but which it has been determined should be retained for possible military or defense contingencies.

Continuous Active Service. All periods of continuous active duty in a pay status including periods of inactive duty not to exceed three months, between discharge and re-enlistment or between release from active duty and recall to active duty; include use of terms "continuous active duty," "continuously on active duty," and "active duty in pay status."

Contract Administration. The performance of a contracting officer, or his authorized representative, of acts authorized by terms of a contract or in accordance with provisions of public laws, executive orders, or applicable regulations and instructions of the department assigned administrative responsibility for a contract.

Contract Carriers. Air carriers under contract to any department of the US Government. They are under operational control of the department concerned at rates lower than published rates on file with the CAB (AFR 144-9).

Contract/Purchase Order. A negotiated agreement between the government and a manufacturer calling for the purchase of supplies and/or equipment by the government.

Contracting Officer. The officer responsible for administering a contract. Except for government furnished industrial property, the officer who negotiates contract or other purchase agreement has this responsibility.

Contractor Acquired Property. Property procured or otherwise provided by the contractor as prescribed by terms of contract, ownership title to which is vested in the government.

Contractor Furnished Equipment (CFE). Item of hardware, electrical equipment, or other standard production or commercial item furnished by an associate contractor as designated by the contract.

Contractor Furnished Property (CFP). Property furnished by the contractor according to terms of contract, title to which is vested in the contractor.

Contractor Inventory. Any property acquired by and in possession of a contractor or subcontractor (including government furnished property) under a contract pursuant to the terms of which title is vested in the government, and in excess of the amounts needed to complete field performance under the entire contract; and any property which the government is obligated or has the option to take over under any type of contract as a result either of any changes in the specifications or plans thereunder or of the termination of such contract (or subcontract thereunder), prior to completion of the work, for the convenience or at the option of the government.

Contractor Operated On-Base Civil Engineer Service Store (COCCESS). A civil engineer maintenance and repair parts store located in or near the base civil engineer maintenance shop area. It is operated under contract

by a commercial firm, normally as an extension of the firm's main hardware and supply operation. Sales are made exclusively to authorized AF representatives.

Contractor Operated On-Base Vehicle Parts Store (COPARS). A motor vehicle and equipment repair parts store located in or near the base vehicle maintenance shop. It is operated under contract by a commercial firm, usually as an extension of the firm's main automotive parts operation, from which sales are made exclusively to authorized representatives of the Air Force.

Contractor Operated/AFMC Logistic Depot. A facility located in or near the missile manufacturer's production facility or at an AFMC ALC and utilized for furnishing logistic support (supply and maintenance), such as overhaul, distribution, storage, property accounting, and shipment direct to guided missile bases.

Contractor Overhaul Facility. A contractor operated facility for rebuilding, extensive repairing, and/or reconditioning missile equipment, major system, or components and parts related thereto.

Contractor Storage Site. A contractor operated facility utilized for furnishing logistic support (distribution, storage, and shipment) of peculiar weapon system support items direct to missile squadrons or as otherwise directed by the SSM.

Control, Technical. Guidance by an authority over an assigned responsibility limited in scope to the specialized or professional aspects inherent therein.

Controlled DD Form 250. Those copies of DD Form 250, "Material Inspection and Receiving Report," transmitted on a daily basis to DIA management by DCASR and AFPRO DD Forms 250 control offices by DD Form 250, "Record and Transmittal Sheet."

Controlled Exception. A transaction containing a document number, such as, AFMC Form 95 (replaces AFLC Form 244), "Issue Request;" DD Form 1348M, "DoD Single Line Item Requisition System Document (Mechanical);" etc, that fails to pass certain computer edits. A serial number is assigned by the computer to this type of exception to permit computer control until correction is received. The exception is certain local requests which are returned to the originator due to invalid document numbers, quantity, document identifier, etc.

Controlled Expendable Supplies - AFROTC. Those supplies of the Air Force which are designated as category III and for which the maintenance of informal records has been prescribed by HQ AFROTC.

Controlled Item. Any item of supply the distribution of which is monitored by a central authority. Controlled items are normally items which are scarce, exceptionally costly, highly technical, or peculiar to certain units or missions.

Controlled Mission Equipment (CME). Those minimum direct support line items of support equipment which are essential for accomplishment of the programmed mission by combat, and combat support type units employing first line weapon/support systems. CME line items will be identified in applicable weapon system tables of allowance and in the authorization/accounting/reporting records of organizations employing the weapon/support systems.

CONUS Support Manager. That SSM responsible for the engine or end item (part 2, chapter 2).

Cooperative Logistics. This term is used to identify a system of providing logistic support to one or more friendly foreign forces by means of country-funded programs in the form of a series of foreign military sales order (FMSO) cases.

Cotton or Woolen Goods. Any textile, article, or product resulting from the processing or manufacturing, in whole or in major part, of cotton or wool.

Courier. The authorized person having control of materiel while in transit; such as, special courier, weapon control officer, or aircraft commander.

Critical Item/Materiel. Those supplies and equipment vital to the support of operations, which owing to various causes are:

1. Not available in sufficient quantity to meet existing requirements.
2. Not anticipated to be available in sufficient quantity to meet future or planned requirements.

Critical Item of Essential Support Equipment. A deficient item that must be available for the weapon or support system to perform its primary mission, as determined by the SSM.

Critical Level. The quantity level which indicates there will be insufficient stocks on hand to meet issue demands. The critical level will normally be computed on the quantity of materiel issued during the number of days in the pipeline time.

Cross-Servicing. Services performed, or supplies, materiel, and equipment furnished by one department for and at the request of one or more other departments for which such departments are charged. This does not include cross-procurement pursuant to single department purchase assignments.

Cryptologic Materiel. Cryptologic, associated cryptographic, and special communications intercept equipment and supplies employed in the AF communications system. Special communications intercept equipment and supplies are used by HQ AFIC only.

1. Common Item. Those items of supply having application to both cryptologic and noncryptologic equipment and obtained from supply sources other than the AF cryptologic depot.
2. Peculiar Item. See definition for peculiar item.
3. National Security Agency (NSA). The central agency responsible for designing and procuring certain equipment, components, assemblies, subassemblies, and repair parts having cryptologic application.
4. USAF Security Service (USAFSS). The major command having overall responsibility for cryptologic materiel management within the USAF.
5. Air Force Cryptologic Depot (AFCD). The USAFSS depot assigned item management responsibility for cryptologic materiel and peculiar items related to cryptologic equipment.

Custodian (Equipment). An individual assigned custodial responsibility for equipment utilized or required for a specific function or functions. Detail policy and procedures relating to custodians is in volume 4, part 1, and volume 2, part 2.

Custody. The guardianship and safekeeping of nuclear weapons and their components and of source of fissionable materiel. Under the provisions of the Atomic Energy Act of 1954, AEC is charged with control of all source materiel, all fissionable materiel, and all by-product materiel. This custody may or may not include accountability as defined in AFR 20-14.

Custody Receipt. A document used by a responsible property officer to record the loan issue of property to an individual of the unit.

Customer Reject Transaction. A local request processed through the distribution system computer that is rejected and returned to the customer with appropriate reject code.

Cutaway (C) Trainer. A unit of operational equipment sectionalized to display the internal mechanism in such a manner that students can visualize its operation.

Dated Forecast Authorization Equipment Data (DFAED). A forecast of equipment required for future support of an organization by fiscal year quarter, when equipment support changes are anticipated from conditions not reflected in official USAF program documents.

D-Day. A general term conventionally accepted for planning uses to designate the first day of war.

Deadline Date. The date by which authorized supplies and equipment should arrive at the organizations home base. This will normally be established as the 35th calendar day prior to the readiness date. The deadline date or new deadline date necessitated by projection will be established by the unit supply officer.

Defense Communication System - Automatic Digital Network (DCS AUTODIN). A standardized worldwide automatic digital network comprising all general data communications facilities servicing the DoD. The network consists of both automatic and manual switching relay centers and replaces the less sophisticated COMLOGNET.

Defense Construction Supply Center (DCSC). Responsible for providing the most effective and economical support of designated common supplies (construction) and services to the military departments and other DoD components.

Defense Electronics Supply Center (DESC). Responsible for providing the most effective and economical support of designated common supplies (electrical-electronics) and services to the military departments and other DoD components.

Defense Fuel Supply Center (DFSC). Responsible for providing the most effective and economical support of designated common supplies (petroleum) and services to the military departments and other DoD components.

Defense General Supply Center (DGSC). Responsible for providing the most effective and economical support of designated common supplies (general) and services to the military departments and other DoD components.

Defense Inactive Item Program (DIIP). Provides uniform DoD-wide procedures whereby inactive items are detected and eliminated as items of supply from the supply system and from active cataloging records on a progressive and systematic basis.

Defense Industrial Plant Equipment Center (DIPEC). A centralized organization designed to maintain visibility records for all DoD-owned industrial plant equipment (IPE) in military installations (except units tactically deployed) and in contractors plants. DIPEC is responsible for screening all IPE requirements to assure optimum interservice reutilization.

Defense Industrial Supply Center (DISC). Responsible for providing the most effective and economical support of designated common supplies (industrial) and services to the military departments and other DoD components.

Defense Logistic Agency (DLA). An agency created in November 1961 under the direction, authority, and control of the Secretary of Defense. Briefly, DLA is responsible for providing, through DLA centers, the most effective and economical support of common supplies and services to the military departments and other DoD

components. This includes control and management of the supply and service functions heretofore assigned to the Armed Forces Supply Support Center and the various military single manager supply agencies.

Defense Logistics Service Center (DLSC). Central control and monitoring point for the federal catalog system, and is responsible for preparing cataloging tools (handbooks, manuals, federal item identification guides, master cross-reference lists, etc.) and processing the assignment of national stock numbers (NSNs) and maintenance of complete master data files for all NSNs.

Defense Personnel Support Center (DPSC). Responsible for providing the most effective and economical support of designated common supplies (clothing and textile, medical, and subsistence) and services to the military departments and other DoD components.

Delegate. According to responsibilities set forth in the Department of Air Force directives, the Commander, AFMC is the authorized delegate of the Chief of Staff, USAF.

Demilitarization of Materiel. The act of destroying the offensive or defensive advantages inherent in certain types of equipment and materiel. The term comprehends mutilation, dumping at sea, scrapping, burning, or alteration designed so as to prevent the further use of such equipment and materiel for its originally intended military or lethal purpose.

Demonstration Ammunition. Ammunition and explosive materiel used specifically for demonstration purposes and not otherwise provided for in allowances.

Demonstration Equipment Assembly ("DA") Trainer. A part of an aircraft, guided missile, or other unit of operational equipment in which an accessory(s) is installed and displayed exactly as it is in the basic unit, to train students in the principles of installation, removal, repair, inspection, and maintenance of such equipment.

Demonstrator Synthetic ("DS") Trainer. Simulated equipment (usually enlarged) or a display of equipment or combination of devices either presented semigraphically or arranged and connected in such a manner that students can see and understand the principle or theory of the function of the device or assembly.

Deobligations. Downward adjustment of previously recorded obligations. Attributable to contract cancellations or terminations, price revisions, change orders, and corrections of amounts originally recorded as obligations.

Department of Defense (DoD) Weapons. As distinguished from ERDA weapons, all nuclear weapons for which the DoD has accountability.

Department, Procuring. Refers to the military department or agency which procures supplies requested or ordered by another requiring department, usually pursuant to an assignment of responsibility for single procurement.

Dependents Schools Standard Nomenclature List (DS SNL) of Items Used by Overseas Dependents Schools. A listing of authorized school-unique items prepared or revised, published, and distributed on an annual basis under the direction of the Director, Directorate for Education Programs, OASD (Education).

Deployment. The movement of strategic or tactical aircraft and units to an overseas location. This includes emergency movements, scheduled rotations of aircraft from CONUS bases to overseas bases, and related exercises.

Deployment Packages. Deployment packages as used in this manual are defined as selected assemblies of equipment required to support accelerated tactical or strategic airlift operations conducted along normal peacetime lines of communication or into remote areas. The almost infinite variety of these contingency types of operations include movement of United Nations Security Force, "Show of Force" activities, support of

humanitarian undertakings, and any other tactical or strategic airlift which serves the national interests of the United States.

Depot Level Maintenance. The maintenance, repair, or modification of an end item or equipment requiring major overhaul or complete rebuilding of certain parts, and usually provided for only at an AF depot or contractor overhaul facility. The more extensive shop equipment that enters into depot level maintenance distinguishes it from organizational level maintenance.

Depot Maintenance. Maintenance that is the responsibility of and performed by designated maintenance activities, to augment stocks of serviceable materiel, and to support organizational and intermediate maintenance activities by more extensive shop facilities and equipment and personnel of higher technical skills than are normally available at the lower levels of maintenance. Its phases normally consist of repairing, modifying, overhauling, reclaiming, or rebuilding parts, assemblies, subassemblies, components and end items; the emergency manufacturing of unavailable parts, and providing technical assistance to using activities and intermediate maintenance organizations. Depot maintenance is normally accomplished in fixed shops or by on-site teams.

Depot Maintenance Service, Air Force Industrial Fund (DMS, AFIF). A method of financing depot level maintenance operations by providing initial working capital and allowing recovery of operating costs through the sale of products or services. It provides for effective and economical use of resources and products. Through this technique, costs are held in suspense until the ordering activity (customer) receives the serviceable product or service.

Depot Purchased Equipment Maintenance (DPEM). This program involves those management aspects by which a customer of the DMS, AFIF determines requirements, obtains financial obligation authority, and provides programming authority for ordering maintenance work.

Depot Supply. The activity responsible for directing the management of accountable records (FB and FE stock record accounts) of depot supply materiel required for support of the ALC worldwide mission including all depot reparable and TOC assets and all production items from the specialized repair activity. Provides management of applicable FSGs within the general support categories of the AF stock fund. Acts as the directorate focal point for all systems and general support division stock fund matters. Establishes and correlates supply programs to meet requirements of the overall assigned mission. Receives, stores, dispenses, and accounts for aviation, automotive and heating fuels, and lubricants; performs engine management functions (AFM 400-1); operates service stores.

Depot Support Classes. Identifies that portion of the ALC industrial facility responsible for requisitioning and accounting for assets required for the facility and tenants.

Depreciation. The decrease in value of tangible property (without loss of property) due to causes such as wear, tear, age, and obsolescence.

Description Pattern (DP). A series of requirements which predetermine the sequence and nature of adequate data required to identify, with consistent uniformity, a given item or group of items.

Design Change Documents. Provisioning documents reflecting design changes which modify, add to, delete, or supersede parts in the end article under contract. Design change documents are occasionally known as preliminary list of design changes, etc.

Designated Aircraft. The term designated aircraft as applied in fuel and service contracts includes US Government aircraft and also aircraft of such other governments or organizations as the contracting officer, in

accordance with existing law, shall from time to time designate to the contractor, in writing, as being authorized to receive fuel under the terms of the contract.

Detachment. The AF personnel assigned to HQ AFROTC, with duty station at a civilian institution. "Detachment" as used herein will have reference to the AF administrative section of the AFROTC unit.

Detachment Supply Officer. The designated representative of the Professor of Aerospace Studies responsible for the supply activities of the detachment and furnishing technical assistance to the military property custodian in administration of the organization supply.

Determinable Losses. The actual loss of inventory, the cause of which is determinable; such as, contamination, fire, downgrading of product, etc.

Direct Aircraft. An aircraft which provides an airborne command station from which missiles may be remotely controlled during takeoff and flight.

Direct Materiel. Direct materiel is that materiel which enters directly into or becomes a part of the functional characteristics of the product and can be related to specific end items. It is materiel which can be readily measured and charged to specific jobs or end products. Items common to a number of end items are considered as direct materiel providing that the cited criteria can be established.

Direct Support Items. Items affecting a missile weapon system or rendering the missile weapon system inoperative and the absence of which would preclude the weapon system performing its assigned mission will be considered as direct (weapon system) support items and will be listed in the weapon system support list (WSSL). These items fall into two categories:

1. IRBM Peculiar Items. Those items peculiar to one or more missiles in terms of application or support.
2. Air Force Stock Items. Those items for which commanders of other ALCs are assigned commodity class responsibilities.

Directorate of Aerospace Fuels. This is the supply organization of AFMC responsible for the management of petroleum, missile fuels, oils and chemicals logistic support and operation and management of the fuels division, AF stock fund.

Discrepancy. Disagreement between the amount or condition of property on hand and the amount or condition of such property on records. This may be either:

1. A disagreement between quantities actually received in a shipment and those recorded on the release/receipt document, generally referred to as a "discrepancy incident to shipment."
2. A disagreement between a stock record or other property accounting record balance and the result of a physical count or inventory.

Dispersal Kit. An assembly of aircraft, spare parts, built up aircraft engine power packs, and spares for essential ground handling test, and support equipment readily transportable by air or surface means, designed to support the aircraft of one squadron or elements thereof for a 30-day period.

Disposal Security Assistance (SA) Program Property. That part of redistributable SA program property which:

1. Is not required to meet programmed and unprogrammed military deficiencies in SA program.
2. Is not required by any of the military departments for:

- a. Service program requirements.
- b. Meeting requests from a foreign country for sale under the foreign military sales program.

Distribution. That functional phase of military logistics which embraces the act of dispensing materiel.

Distribution Category A. Affects technical order modification kits applicable to aircraft, missiles, air training devices, ground CEM, equipment, or vehicles by specific serial control number and/or AF registration number. The home base assignment and current location of which are available within the established records maintained at the headquarters of a major command. Kits distributed under this category will always be automatically shipped by the IMS/SSM to the modification sites.

Distribution Category B. Affects modification kits applicable to those aircraft or other items of equipment where a physical inspection is necessary to determine a requirement; individual items are not specifically distinguishable from like items by controlled serial number; accurate location records are not available within the established records maintained at the headquarters of a major command; or wherein the technical order indicates accomplishment may be deferred until depot overhaul or performance of inspection/repair as necessary. This distribution category requires normal requisition action by the using activity.

Distribution System. That complex of facilities, installations, methods, and procedures designed to receive, store, maintain, distribute, and control the flow of materiel between the point of receipt into the supply system and the point of issue to using activities and units. This includes facilities, installations, and services provided to the Air Force by contractors or by other military services but does not apply to materiel procured for direct delivery by a manufacturer. The point of receipt and issue is the point at which accountability is assumed or dropped by facilities or installations of the distribution system.

Document Control Card. A PCAM card, AF Form 1500, "ADP General Purpose Card," used to record category I and II items document input and to balance and account for all related transaction cards. A document control card shall not be prepared for category III items document input.

Document Identifier. A code that identifies the basic type of administrative action, the specific subtype of supply transaction, and related modifying instructions for each type of mechanical supply document used throughout the requisitioning, processing, and issuing functions or other types of supply transactions within and between supply and distribution systems.

Document Number. A 14-digit reference number that will be assigned to a requisition or a release/receipt document in order to identify the transaction throughout the logistics system until retirement of the document is authorized in official reports of audit.

Document Suspense Card. A PCAM card, AF Form 1500, or other authorized PCAM card, used to record item input and to serve as an interim documentary record pending completion of processing action to be afforded the original document.

Donable Property. Surplus equipment, materiel, books, or other surplus (including surplus property in working capital funds, stock fund items, or in similar management-type funds) except:

1. Such property as may be specified from time to time by GSA.
2. Surplus agricultural commodities, food, and cotton or woolen goods determined from time to time by the Secretary of Agriculture to be commodities requiring special handling in order to assist in carrying out responsibilities in respect to price support or stabilization.
3. Property in trust fund.

Drill Ammunition. Nonexpendable inert types of ammunition provided for instructional purposes.

Dry Tank Space. The area in tanks designated for storage of supplies other than bulk liquids or gases.

DSN. Defense Switched Network.

Due In. The quantity of unsupplied items on requests submitted by unit supply officer to higher supply echelons, or items unsupplied by contractor.

Due-In Assets Document Control. The recording, controlling, and processing of all documents pertaining to the management and control of due-in assets. Types of documents to be controlled include, but are not limited to, PRs, AF MIPRs, basic, and mandatory contractual documents, materiel release/receipt (shipping and receiving) documents, initial and amended shipping instructions, etc.

Due-In from Maintenance (DIFM).

1. DIFM Balance. An accountable balance on supply records that shows the quantity of each DIFM item that maintenance has in its possession.
2. DIFM Item. A recoverable item flowing through maintenance from the time of removal to actual turn in.
3. DIFM File Record. A file maintained by either supply and/or maintenance to manage and control DIFM items.

Due-In from Overhaul (DIOH). End items due in from work from depot level maintenance.

Due Out. An obligation assumed and recorded by any supply echelon to issue at a subsequent date a requested item which was not immediately available for supply but one for which source of supply has been established.

Due-Out to Maintenance (DOTM) A memorandum balance on supply records that shows the quantity of each recoverable item owed or obligated to maintenance because maintenance has previously turned in an item removed from an end article without receiving a serviceable. **NOTE:** This balance is not the same as a normal due out, where supply owes maintenance an item, but maintenance still retains the item that is to be replaced.

Dunnage. Timbers or blocking used to stabilize stacks of supplies and permit the utilization of materiel handling equipment.

Economic Order Quantity (EOQ). A variable requirement for an economic order and stockage program (EO&SP) item computed as a function of the cost to order, the cost to hold, the unit price, and the annual requirements rate.

Economic Reserve. That portion of the quantity of an item in long supply authorized to be retained for future issue or consumption.

Economic Retention Stocks. Quantities of materiel in long supply authorized for retention.

Educational Institution. Any tax-supported school system, school, college, and university which is held exempt from taxation under section 101(6), Internal Revenue Code, and any state department of education or other state agency designated by state law to receive property for and distribute it to such tax-supported and nonprofit school system, schools, colleges, and universities within the state.

Electronic Asset Control Center (EACC). An integral part of major command designated base supply activities, responsible for providing supply support for designated ground CEM activities under their command or to which they furnish support under AFR 11-4 host tenant support agreements.

Emergency Requisition. A requisition submitted by a missile squadron to the SSM for a direct (weapon system) support item when an emergency exists such as work stoppage, which would prevent the missile weapon system from performing its mission.

Employment and Suitability Test (E&ST). Test programs conducted by the armed services in evaluating the compatibility of specific nuclear weapons with given systems of delivery to selected targets. These tests do not include engineering development and engineering tests, but consist for the most part of checks of prototype or production models of a weapon through stockpile to target sequence.

End Item. An entity of hardware which is not to be installed in another piece of equipment. The end item for airborne units is the aerospace vehicle itself. For AGE, it is that configuration of hardware not installed in, or physically attached to another piece of equipment to the extent that it loses its end item identity. Engines will also be considered as an end item when they are in a removed status.

End Item Control Number.

1. Permanent Control Number. A permanent end item control number is a five-digit number permanently assigned to each end item for which the depot has assigned repair responsibility. For example: 34131.
2. Temporary Control Number. A temporary end item control number is a five-position alpha numeric number assigned to end items for which the depot does not have assigned repair responsibility but are being repaired on a limited or overtime basis. For example: T1745.

End Item Processing Category Code. A numerical code from 1 to 4 which indicates to supply and maintenance directorates the availability status (critical, etc.) of the end item and the priority that will be afforded related support documentations and repair of the end item.

End User. That individual or organizational element authorized to use items of supply. This is normally the terminal point in the logistics system at which action is initiated to obtain materiel required for the accomplishment of an assigned mission or task.

Enroute Maintenance Spares Support Kits. The portion of the war readiness spares kit or unit emergency supplies kit required to maintain the unit aircraft for a specific period of time for such aircraft which are enroute between home base and base of deployment over routes where such support is not available.

Equipment.

1. All items of a durable nature which are capable of continuing or repetitive utilitarian use by an individual or organization.
2. All articles other than supplies needed to outfit an individual or organization.
3. Such equipment may be classified as:
 - a. Individual equipment. Items required for the personal use of individuals.
 - b. Organizational equipment. Items required for the use of an organization or unit.
 - c. Special or project equipment. Items not authorized in standard equipment allowance publications but determined as essential in connection with a particular contemplated operation, function, or mission.

Equipment, Deadlined. An end item or piece of equipment removed from operation or use for one of the following reasons:

1. Is inoperative due to damage, malfunctioning, or awaiting necessary repairs.

2. Is unsafe.
3. Would be damaged by further use. Excludes equipment removed from operations for routine maintenance.

Equipment Allowance Documents (EADs). Equipment allowance documents are USAF publications which prescribe items and quantities (bases of issue) of equipment normally required by AF organizations and individuals in the accomplishment of assigned missions, functions, and duties. Allowance documents are published as tables of allowance (TAs).

Equipment Approval Authority (EAA). The authority vested in the chief of supply to approve or disapprove allowance/authorization requests.

Equipment Authorization Inventory Data (EAID). A computerized in-use/REM detail record of all equipment requiring formal supply property accountability. This includes equipment authorized and in-use/in-place, including substitute items.

Equipment Management Code (EMC). A single-digit code in AF cataloging systems to indicate type of management required for equipment items.

Equipment Review and Authorization Activity (ERRA). The function established within each BEMO and CEMO assigned responsibility for the management of equipment allowances and authorizations through evaluation and validation of requirements, approval or disapproval of requirements, approval or disapproval of allowance/authorization requests not requiring off-base approval/disapproval actions, conducting utilization surveys, etc., (volume 4, part 1).

Equipment Specialist. A person, usually at an Air Logistics Center, who collects, analyzes, interprets, and develops specialized information about equipment; provides information and advisory service to other functions involved in the design, test, production, procurement, supply, operation, repair, or disposal of equipment; develops, installs, inspects, or revises equipment maintenance programs and techniques based on practical knowledge of the equipment, including design, production, operation, and maintenance requirements.

Equipment War Readiness Spares Kit (WRSK). A recommended list of spare parts and supplies required to provide 30 days support for those items of mobility equipment that accompany units upon deployment. Authorization for this kit will be controlled by the authorization of a WRSK in AFR 400-24; that is, if an aircraft WRSK is authorized a particular unit then an equipment WRSK is authorized. The preparation and maintenance of equipment WRSK will be the responsibility of the appropriate major command. This responsibility will include development of spares listing accumulation and surveillance of spares and responsibility of maintaining records.

Exception Control Number. A number automatically assigned within the computer to exceptions for control purposes. The number consists of a six-digit file address.

Excess Listings. A definitized list of items under the control of any federal agency for which no further requirements exist to the particular agency.

Exchange Item. A serviceable item issued in exchange for a reparable item (volume 3, part 2). Excluded are initial installation items (see definition for initial installation).

Exchange Parts. Unserviceable parts having a credit value which can be applied against new or rebuilt like parts, and which are acceptable for exchange as normal commercial practice.

Exchange Sales Property. Property that has an exchange (trade-in) or sale value that can be applied to the purchase cost when procurement of similar property is made.

Expendability, Recoverability, Reparability, Category (ERRC) Code. Either a single digit or three-digit supply oriented code used to classify AF items of supply into various categories for management purposes (part 4, chapter 1, attachment 1A-27, contains the authorized codes and their explanations).

Expendable Item. Items which are consumed in use or which lose their original identity during periods of use by incorporation into, or attachment upon, another assembly.

Expense Cost. Expense cost includes labor cost, materiel consumed in use, and services received, except when these costs are incurred in the production or construction of investment items. Expense items are:

1. Labor costs which include services rendered by civilian and military personnel.
2. Materiel consumed in use includes the cost of materiel that is consumed upon issue to the final user or will be consumed shortly thereafter. Consumable-type materiel includes:
 - a. End items of equipment having a unit cost of less than \$1,000 and over which an inventory control point does not maintain centralized individual item management throughout the supply system down to the user level.
 - b. Nonreparable spares and repair parts including aircraft and missile spares.
 - c. Assemblies, spares and repair parts which, although reparable, are not centrally managed recoverable items and are not designated as reparable for the reason that repair of unserviceable quantities of the item is not considered by the IMS in requirements determinations.
 - d. Food, clothing and POL items.
 - e. Other expendable supplies and materials.

Exploded ("X") Trainer. A display of component parts of a unit of operational equipment arranged in their relative order to aid students in learning the sequence of steps in the assembly and disassembly of the unit.

Federal Agency. Any executive agency or any establishment in the legislative or judicial branch of the government (except the Senate and House of Representatives and the Architect of the Capitol and any activities under his direction).

Federal Item Identification Guides (FIIGs). Establish guidance for use in establishing a single logistics record in a machine-sensible format for each item of supply capable of expeditious retrieval.

Federal Supply Classification. A systematic grouping of relating parts into groups and classes in order to facilitate the accomplishment of supply management objectives for all items in the inventory.

Ferry Operation. The movement of war readiness nuclear weapons, major assemblies, and/or nuclear components by tactical or support organizations as directed by operations orders.

Field Training Detachment (FTD). A detachment of a field training squadron or technical school controlled by ATC and permanently assigned to an AF base or activity. The unit consists of a detachment commander and complement of technically qualified instructors, capable of providing on-site specialized technical instruction required to support systems located at the station of assignment. The FTD may or may not have specific training equipment assigned to support its training mission.

File Maintenance. The act or method of making changes, deletions, or additions to elements of data on an established computer file.

Firm Order. Authorization and financial obligation given by an eligible foreign government or international organization to the US Government for materiel and/or services. A funded letter offer for definitized requirements signed by an authorized representative of a foreign government is considered a firm order. A requisition is considered a firm order.

First-Line Life. The time lapse from the delivery of:

1. The guided missile until it is launched, expended, or becomes obsolete.
2. The support equipment until it is obsolete. For planning purposes, the first-line life of the missiles and the support equipment will be five years.

Fissionable Materiel. Plutonium, uranium enriched in the isotope 235, any other materiel which the Atomic Energy Commission (AEC) determines to be capable of releasing substantial quantities of energy through nuclear chain reaction of the materiel, or any materiel artificially enriched by any of the foregoing. Fissionable materiel does not include source materiel (see definition of source and fissionable materiel).

Flat Pallet. A wooden platform, double or single faced, on which supplies are loaded for storage purposes.

Force/Activity Designator (FAD). Force/activity designators signify the relative importance of user activities and represent one of two basic factors that requisitioners must consider when determining the issue priority entry in MILSTRIP requisitions (urgency of need designators, chapter 24).

Force Punch Code. Force punch code is a control punch used to select cards for subsequent forcing action in obligation account transactions.

Foreign Military Sales (FMS). Deliveries on a reimbursable or sales basis of military materiel or training assistance to eligible foreign countries, under provisions of the Foreign Assistance Act of 1961.

Forward Base. An overseas base (not the home station of the tactical unit concerned) which either has on it a tactical unit (or portion thereof) being supported according to chapter 15 or is located near such a base and furnishes materiel directly to such a unit. A base which is not the home base of the combat forces but will be used for war operations. Each base may be required for several uses simultaneously, such as staging turnarounds, operating, and transit use.

Forward Support Spare. An item of supply that is determined to be essential to the mission readiness of the AMC prime mission equipment in forward areas to which it applies and that is furnished through the forward supply support system. Forward support spares for transport aircraft are those items prepositioned by AMC primary supply points at AMC forward supply points and are obtained for the transport aircraft from the AMC primary supply point.

Framed Pallet. A pallet on which a frame work has been constructed to load supplies of odd shapes and sizes and which cannot support the weight of other palletized supplies.

Freight Rate Designator. A one-position alphabetic code which is entered in block M, DD Form 1348-1, "DoD Single Line Item Release/Receipt Document," to facilitate segregation in packing in order to obtain the most economical freight rates and to permit billing of each item at its proper rate.

Fuels Division/AF Stock Fund. The title applies to that portion of the AF Stock Fund which is utilized to finance aviation fuels, missile fuels, herbicides, lubricating oils, and related services.

Fuels Division Stock Fund Manager. The term "Fuels Division Stock Fund Manager" hereinafter referred to in part 3, chapter 1, is synonymous with the "Director of Aerospace Fuels," San Antonio ALC.

Fuels Management Officer (FMO). The individual charged with the accountability of the base fuel stock record account and responsible for insuring that the functions of the BFMO are properly discharged.

Gaining Class. The commodity class to which item(s) is being transferred.

Gaining Storage Unit. The storage unit to which item(s) is being transferred.

General Service Administration (GSA). A federal agency established by act of Congress in 1949 to consolidate the functions of several other agencies and to provide economical, efficient, and serviceable administration in the procurement, supply, utilization, disposal, and records management of certain real and personal property and services.

GFAE Initial Spares. The portion of GFAE procured to support GFAE end items installed in aircraft.

GFAE Replenishment Spares. Identical to GFAE initial spares but procured for the purpose of support after first year procurement. This includes repair, maintenance, overhaul, retrofit installations, and retrofit spares.

Government Furnished Aerospace Equipment (GFAE). That portion of government-furnished property which is procured and furnished by the Air Force to the systems contractors and associated subcontractors for inclusion in production of AF systems or selected products (this covers electronics, missiles, and aerospace systems). **NOTE:** Identical items procured for operational support of the AF systems or selected articles are not GFAE.

Government Furnished Materiel (GFM). All government materiel delivered or otherwise made available to a contractor which may be incorporated into, attached to, consumed or expended during production of end items or in the performance of contracted maintenance. This materiel includes, but is not limited to, raw and processed materiel, parts, components, assemblies, small tools, and supplies.

Government Furnished Property (GFP). Government furnished property is property in the possession of or acquired directly by the government and subsequently delivered or otherwise made available to the contractor.

Grant Aid. Military assistance provided without charge to a recipient country under the Foreign Assistance Act of 1961, as distinguished from other programs authorized by the Act.

Gross Space. The entire inside area of covered storage space and the overall area of open storage space with no deduction being made for structural losses.

Ground Defense Ammunition. Ammunition and explosive materiel used in connection with ground defense operations.

Ground Guidance Equipment. Equipment required to guide the flight of missiles. This equipment falls in the category of fixed facility.

Guided Missile. An unmanned vehicle moving above the earth's surface with a trajectory or flight path capable of being altered by a mechanism within the vehicle.

Guided Missiles Initial Procurements. Peculiar spares and spare parts for guided missiles and ground support equipment designed.

H Item. Special equipment used for handling nuclear weapons and components.

Hazardous Commodities by Categories.

1. **Flammable Liquids.** Any liquid having a flash point below 100 degree F (37.8 degree C) and does not meet one of the compressed gas definitions. For example: acetone, alcohol, benzol, ether, gasoline, naphtha.
2. **Compressed Gas.** Any materiel or mixture having in the container either an absolute pressure exceeding 40 pounds per square inch (psi) at 70 degree F, or regardless of the pressure at 70 degree F, having an absolute pressure exceeding 104 psi at 130 degree F, or any liquid flammable materiel having a vapor pressure exceeding 40 psi absolute at 100 degree F.
 - a. **Flammable Compressed Gas.** Any compressed gas as defined in paragraph 2 will be classed as a flammable compressed gas if either a mixture of 13 percent or less (by volume) with air forms a flammable mixture, or the flammable range with air is wider than 12 percent, regardless of the lower limit. These limits shall be determined at atmospheric temperature and pressure.
 - b. **Nonliquefied Compressed Gas.** A gas, other than gas in solution, which under charged pressure is entirely gaseous at a temperature of 70 degree F.
 - c. **Liquefied Compressed Gas.** A gas which under charged pressure is partially liquid at a temperature of 70 degree F.
3. **Flammable Solid.** A flammable solid is any solid materiel which under conditions incident to transportation is liable to cause fires through friction, absorption of moisture, spontaneous chemical changes, retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious transportation hazard.
4. **Oxidizing Materiel.** A substance such as a chlorate, permanganate, peroxide, nitro carbo nitrate, or a nitrate that yields oxygen readily to stimulate the combustion of organic matter.
5. **Corrosive Materiel.** A liquid or solid that causes visible destruction or irreversible alterations in human skin tissue at the site of contact, or in the case of leakage from its packaging, a liquid that has severe corrosion rate on other materials such as steel or aluminum.
 - a. A materiel is considered to be destructive or cause irreversible alterations in human skin tissue if when tested on the intact skin of the albino rabbit, the tissue at the site of contact is destroyed or changed irreversibly after an exposure period of 4 hours or less.
 - b. A liquid is considered to have a severe corrosion rate if its corrosion rate exceeds 0.25 inch per year on steel (SAE 1200) or aluminum (Nonclad 7075-T6) at a test temperature of 130 degree F.
6. **Poisons.**
 - a. **Class A Poison.** Poisonous gases or liquids that are of such nature that a very small amount of the gas or vapor of the liquid mixed with air is dangerous to life.
 - b. **Class B Poisons.** Class B poisons are substances, liquids, or solids (including pastes and semisolids) other than Class A poison or irritating materials that are known to be so toxic to man to afford a hazard to health during transportation.
 - c. **Irritating Materials.** A liquid or solid substance which upon contact with fire, or when exposed to air, gives off dangerous or intensely irritating fumes, but not including any poisonous article, Class A.
7. **Radioactive Materials (RAM).** Any materiel or combination of materials which spontaneously emits ionizing radiation materials in which the estimated specific activity is not greater than 0.002 microcuries per gram of

materiel, and in which the radioactivity is essentially uniformly distributed are not considered to be radioactive materials.

8. Not Otherwise Regulated. Articles not otherwise regulated by Title 49, Code of Federal Regulations. These categories do not include incendiary and explosive materiel which are defined by and stored according to specific regulations governing such materiel.

Hazardous Materiel Open Storage Space. Any open storage area designated for the storage of materiel of a toxic or nonexplosive hazardous nature.

Headquarters USAF Controlled Unit (Constituted). A unit organized by direction of the Department of the Air Force. Letters from the Directorate of Manpower and Organization, DCS/O direct organization actions which apply to Headquarters USAF Controlled Units.

Headquarters USAF Field Activity. Part of a special activity operating in the field.

Headquarters USAF Field Extensions. Part of HQ USAF staff operating in the field.

Headquarters USAF Special Activity. Organizations which provide administration and supervision of special activities as assigned by HQ USAF.

Health and Appearance Sales. Charge sales to airmen, when authorized by the unit commander to provide clothing for health or comfort, when airmen do not have cash or sufficient accrued pay (against which to draw partial pay) to effect such purchases.

Holding Activity. The activity having responsibility for the property involved.

Holding Agency. The executive agency which has control of the property involved.

Home Base Supply. Base supply at the home station of the tactical unit being supported according to chapter 15.

Honeycombing. Storage space wasted as a result of poor planning or the employment of improper storage methods.

Host Base. An AF base designated to furnish specified supplies to tenant and other organizations through an appropriate organization supply officer.

Host Countries. Those countries in which centralized overhaul facilities are located.

Housekeeping Equipment. Items listed in tables of allowances which are required for the shelter, health, welfare, and administration of personnel.

Housekeeping Set. Selected items of housekeeping and administrative equipment and supplies (WRM) exclusive of subsistence, prepositioned at designated locations for support of planned wartime or contingency operations. It either supplements materiel assets located at existing operating bases or provides a source of assets at stand-by bases; such as, disbursed operating base (AFR 400-24). The items comprising a housekeeping set are listed in TA 929.

Identification. That means by which, with the use of the USAF Technical Service or Federal Supply Catalogs AN, JAN, AF, or manufacturer's drawings AN, JAN, AF, or Department of Army specification, or other applicable drawings, specifications, or parts of catalogs, an item may be recognized and associated with its next major assembly and the USAF technical service or federal supply classification of property in which it is procured, stored, issued, and shipped by the USAF.

Immediate Replacement Support Requirement (IRSR). A priority requisition submitted for any item required to restore a weapon to operational status. A maximum processing time of 24 hours is established (chapter 18).

Import Certificate and Delivery Verification (IC/DV) System. The export control system established by cooperating friendly governments to preclude division of shipments of foreign excess property, by purchase, to other than approved destinations.

Inactive Item Review Card (IIRC). A general purpose EAM card used for accomplishing the referral and/or review of potentially inactive items of supply.

Inactive Item Review Focal Point. The central activity within a DoD component or GSA which is designated to receive and is responsible for monitoring the processing of the IIRCs from the appropriate materiel managers.

Inactive Item of Supply. A national stock numbered item of supply for which no current or future requirements are recognized by any registered user or the materiel manager.

Incidental Supply Services. Services performed for positioning and controlling materiel within a supply system or distributing materiel from a supply system to a customer.

Inconsequential Discrepancy or Loss. When incident to shipment, a shortage not exceeding \$10 in monetary value or damage which does not impair the usefulness of an article or render it unsuitable for use, except when incorrect receiving practice or pilferage at receiving station is indicated, or where narcotics, undenatured alcohol, or alcoholic liquor are missing. The \$10 valuation is applicable to a discrepancy in a shipment covered by a single bill of lading. It may not be applied to loss or damage to the individual transportation units shipped on the same bill of lading. Determination as to whether or not a discrepancy is inconsequential will be made by the officer who prepares the report of survey.

Indirect Materiel. That materiel which cannot be easily identified and measured to a specified product or process. Indirect materiel is considered to be materiel such as bolts, nuts, paints, etc, which due to the established unit of issue cannot readily be identified to an end item. Common materiel which can be identified to an item should not be included in the indirect materiel.

Indirect Support Item. Items which are furnished to missile squadrons by the host support base and are not included in the mission weapon system stock list. The absence of these items would not render the missile inoperative.

Individual Project ("P") Trainer. A display of operational equipment or combination of component parts arranged for interconnection, assembly, or adjustment by the individual student in accordance with training project outline data.

Industrial Plant Equipment (IPE). Selected general purpose equipment used for cutting, shaping, testing, altering the physical, electrical or chemical properties of materiel for manufacturing and maintenance. It must be an equipment end item with a unit cost of \$1,000 or more. Items require visibility and AF excess reporting to DIPEC (DLA).

Information Systems Acceptance Certificate (AF Form 1261), in accordance with AFIND9. Document prepared for use by representatives of the user, O&M activity, engineering and installation activities, as applicable. Other agencies may include representatives of the CSRB, implementing command, requiring command, base civil engineer, and contractor. The O&M activity representative will lead the inspection team (see AFR 700-4, volume I, chapter 4).

In-House Support Capability. The ability of the AFMC to accomplish repair and storage of missile components and parts with available facilities, equipment, and manpower.

Initial Installation. (Volume 3, Part 2)

1. Issue of recoverable components missing from items received in an incomplete status and/or replacement for turn in of dissimilar item.
2. Issue of items to service engineer component, D/MM, for quality test, etc.
3. Issues of serviceable replacements for recoverable components missing from repair cycle item, holes in aircraft, initial issue for newly activated organization, initial issue of new requirement, or increased requirement.
4. Turn in recoverable items which are removed and replacement not required.
5. Turn in of excess recoverable components received on unserviceable end items and/or serviceable items excess to requirement.
6. Turn in of dissimilar or obsolete recoverable items that were replaced with dissimilar items.
7. Turn in of material resultant of organization deactivation.

Initial Issue. Issue based on an increase in the equipment authorizations or increases in stock levels caused by reasons other than normal consumption. Includes issues to newly activated bases, sub-bases, or activities.

Initial Issue Clothing Items. The quantity and kind of clothing which airmen are initially issued in accordance with AFR 39-23.

Initial Monetary Clothing Allowance. The monetary value of the initial item uniform clothing allowances prescribed for enlisted airmen in AFR 39-23.

Initial Procurement.

1. Ballistic Missiles. Peculiar spares and spare parts for ballistic missiles and support equipment designed for a specific weapon system are selected by the SSM to support the weapon system.
2. Guided Missiles. Peculiar spares and spare parts for guided missiles and support equipment designed for a specific weapon system are selected by the SSM to support the weapon system on a "first-line life" basis, which is assumed to be five years. This includes organizational stockage objectives indicated in technical order listing and quantities for depot overhaul.
3. Aircraft spare parts, assemblies, and components required for the first 12 months of operation of new types, models, or series of aircraft plus necessary quantities for stockage objective, and war reserve materiel. These include support tables and minimum quantities of insurance items, as authorized, and spare engines which are procured and budgeted for in accordance with the USAF materiel guidance and other related instructions.

Initial Spares Support List (ISSL). A list of spare parts supplies and components required for organizational and field maintenance of a specific quantity of end articles. The items and quantities in an ISSL will be based on the field maintenance replacement quantity/factor during the provisioning source coding conference. Quantities established for ISSLs will be equal to initial base stockage objective.

In-Place Equipment. Equipment which is physically placed at specific locations in support of wartime additive missions.

Installed Equipment. Nonexpendable or expendable recoverable equipment permanently attached or integrated to real property in such a manner that it cannot be removed without causing substantial physical damage or change to the real property.

Instructional Group. The maximum number of students whose training can be accomplished effectively and simultaneously by the use of one unit of course related equipment.

Insurance Item. An item which is generally not subject to periodic replacement or wear-out but is subject to infrequent replacement as the result of accidents and other unexpected occurrences. (The item is identified by fund code "IN.") It is normally a category II item.

Intangible Personal Property. Property which includes but is not limited to such classes of personal property as patents, patent rights, processes, techniques, inventions, and copyrights, except as, in a given case or class of cases, may be excluded by GSA.

Integrated Weapon Support Management. A system of management, employed when two or more services use the same weapon, wherein one of the involved services is assigned to act as single manager in certain logistics tasks for all using services.

Interchangeability Code. A code used to identify the relationship of items which provide common functional performance for a given requirement; such as bachelor, master, etc.

Interchangeability and Substitution (I&S) Group. A grouping of items which possesses such physical and functional characteristics as to provide comparable functional performance against a given requirement. Such items are identified as interchangeables or substitutes and are arranged in descending order to the item preferred most for retention in the inventory.

Interchangeable Item. When two or more items possess such functional and physical characteristics as to be equivalent in performance and durability, and capable of being exchanged one for the other without alteration of the items themselves or adjoining items except for adjustment and without selection for fit or performance, the items are interchangeable.

Intercondition/Interbalance Transfer. A transaction that is computer or externally prepared to adjust the condition classification of an item balance; that is, serviceable to serviceable excess.

Intermediate Maintenance. Maintenance that is normally the responsibility of, and performed by, designated maintenance activities for direct support of using organizations. Its phases normally consist of calibrating, repairing, or replacing damaged or unserviceable parts, components or assemblies; modification of materiel, emergency manufacture of unavailable parts; and providing technical assistance to using organizations. Intermediate maintenance is normally accomplished by the using commands in fixed or mobile shops.

Intransit. For the purpose of the management and control of due in assets, intransit quantities are those shipments of category I items shipped to bases, specialized repair activities (including contractors), weapon system storage sites, contractor storage sites, and inventory managers.

Intransit Inventory Variance. The difference between the quantity of product shipped by the consignor and the quantity of product received by the consignee.

In-Use Equipment. Equipment in the possession of the unit or the organization.

Inventory (Noun). The amount of property on hand at any given time; an itemized list of such property.

Inventory (Verb). The comparison of items and quantities of materiel in storage and/or in use with that reflected on the accountable records.

Inventory Begin Date. Under the open or closed warehouse method of inventory, the inventory begin date is the date the physical inventory is to begin.

Inventory Control Point (ICP). An organizational unit within the supply system of a military service/DLA which is assigned the primary responsibility for the management of a group of items, either within a particular military service or for the DoD as a whole. Responsibilities include computation of quantitative requirements, the authority to require procurement, repair materiel or initiate disposal, development of worldwide quantitative and monetary inventory data, and the positioning and repositioning of materiel.

Inventory Cut-Off Document. The last document number assigned to an accounting document prior to the inventory deadline date.

Inventory Deadline Date. Under the open or closed warehouse method of inventory, the inventory deadline date is the date immediately prior to the inventory begin date.

Inventory Management Specialist (IMS). The functions, processes, disciplines, and typical assignments directly devoted to selecting, acquiring, maintaining materiel; controlling inventory, and providing central materiel logistic support for the AF mission worldwide. Typically includes materiel requirements (quantitative), budgeting, master repair scheduling, distribution and redistribution, initiating procurements, inventory planning, utilization, and disposition, packaging and transportation, and production materiel improvements.

Investment Cost. Investment costs are basically the costs of real property and the acquisition of equipment. Investment costs are:

1. Major end items of equipment. These are items of such importance to the operating readiness of operating units that they are subject to continuing, centralized, individual item management and asset control throughout all command and support echelons and throughout their active life, from acquisition through use until wearout and disposal.
2. Other end items of equipment. These are all other end items of military or commercial-type, including items authorized for local procurement, but excluding items of equipment having a unit cost value of less than \$1,000.00.
3. Reparable assemblies, spares and repair parts which are centrally managed recoverable items and which are designated as reparable.
4. Equipment procured locally if it otherwise meets the definition of investment.
5. Construction, including the cost of land and rights therein.
6. Munitions and their components are investment items with the exception that ammunition and demolition explosives used for training are considered expense.

Item Identification. An array of sufficient data to establish the essential characteristics of an item which gives the item its unique character and makes it what it is, and to differentiate it from every other item of supply used by the Federal Government.

Item Management Coding (IMC). The process of determining whether items of supply shall be subject to integrated materiel management, or retained for management by an individual military service or other DoD component.

ISSL Prodpak. Contains only the peculiar items required for maintenance of a specific series of subsystem or equipment within a designated type and model. When a new series of subsystem or equipment within a type or model is produced wherein the total range of spare parts is not applicable to all series of the subsystem or equipment, the ISSL will be reduced and a prodpak will be prepared for the spares peculiar to each series of subsystem or equipment.

Issue, Nonrecurring. An issue made on a one-time basis with no foreseeable subsequent demand from the requisitioner.

Issue Date. The initial issue control date of the excess listing, assigned by DLSC from which the automatic release date of the property is computed.

Issue Document. A form used by an individual or organization to request supplies from a base supply officer and the document by which the base supply officer issues supplies to the requesting individual or organization. DD Form 1150, "Request for Issue or Turn-In," is used for this purpose, unless as otherwise specifically authorized.

Issues.

1. The release of product into aircraft, marine equipment, engine block test sections, auxiliary power units, and shipments to other than AF consignees.
2. This term does not include the bulk transfer of product to AF consignees.
3. This term is interchangeable with the term "Sales" and is further defined by the type of issue as follows:
 - a. Issue of cash.
 - b. Charge issues. Issues to aircraft within the USAF (including Air National Guard, Air Lift Services, and Air Reserve).
 - c. Reimbursable issues. Issues to other than USAF aircraft and bulk shipments to other than USAF consignees.
4. This term is sometimes used to include movement of product from the bulk storage system to refueling and/or hydrant units. Such issues do not constitute either sales or issues. When used in this manner, the term "Issues" represents a relocation of product from one type of storage to another within the same accountability.

Issues, Free. Materiel provided for use or consumption without charge to the fund or fund subdivision which finances the activity to which issued.

Item of Supply. Any materiel, part, component, subassembly, assembly, equipment, equipment accessory or attachment, or end item for the equipping, maintenance, operation, or support of military activities and organizations.

Joint US Military Advisory Group (JUSMAG). Philippines and Greece.

Joint Use (JU). Equipment which can be utilized to meet both an existing organization's mission and a wartime additive mission requirement.

Key Point. The part, assembly, component, alignment point, attaching fitting or area, configuration, circuit, or data contained in a military item which when destroyed cannot feasibly be repaired, improvised, or commercially procured for replacement. Key points are selected on the basis of uniqueness, application, function, or security classification and are a necessary factor in restoring a military item to design capability.

Kits. Applied to one time modification technical order kits. The term includes group "A" parts (attaching), and group "B" parts (major item) only if packed as kits and identified by the technical order number.

Latent Defect. A flaw or other imperfection in an article discovered after delivery to the government. Such defects are inherent weaknesses which are normally not detected by examination or routine tests but which are present at time of manufacture and are aggravated by use.

Launcher. A device or installation from which a self propelled missile, such as a ballistic missile is launched. Usually it incorporates a rail, pad, or the like for launching the missile.

Launching Site. That area near or adjacent to a parent base, or other location as determined by the mission of the missile weapon system from which a strategic (ground to ground) missile is launched for its mission.

Lethal Materiel. Consists of, but is not limited to, arms, ammunition, bombs, grenades, explosive rockets, squibs, solid fuels (jet-assisted takeoff), poisonous caustics and acids, whether gaseous liquid or solid, toxic biological agents, spring loaded devices, etc.

Levels of Supply.

1. Requisitioning Objective. The authorized on-hand and on-order quantity.

a. Repair Cycle Item - Requisitioning objective is the demand level (as adjusted to minimum, maximum, or fixed) plus any additive level.

b. Repair Parts and Supplies - Requisitioning objective is the sum of the reorder level (safety level plus order and shipping time or procurement lead time quantity) plus economic order quantity plus special (additive) levels.

2. Demand Level. A term used to identify a requirement for stocks based upon demands.

3. Safety Level. That quantity of an item needed to permit continuous operation with a specific level of confidence if resupply is interrupted or demand varies.

4. Special Level. The quantity required to be on hand or on order for specific purposes, or a level set for the management of the requisitioning objective.

a. Fixed Level - That quantity of stock specified to be on hand or due in regardless of demands.

b. Additive Level - That authorized quantity of stock added to the demand level.

c. Maximum Level - That level set to limit or restrict the demand level. The lower of the maximum or demand level is the controlling level.

d. Minimum Level - That level arbitrarily set because of the absence of demand experience. When the demand level exceeds the minimum level (or at the expiration of a predetermined time period) the demand level replaces the minimum level.

5. Reorder Level (point). The stock position of an item when a replenishment order should be placed or some other type supply action taken.

6. Routine Reorder Point. The stock position at which a replenishment requisition should be submitted or levels reviewed to ensure adequate quantities are on hand or due in to maintain the requisitioning objective.

7. Priority Reorder Point. The stock position at which a priority requisition should be submitted to maintain a minimum quantity of stock on hand.

8. **Minimum Reserve Level.** The depot distribution system stock position that restricts issue of stock to selected high priority requests.

9. **Warning Point Level.** The depot distribution system stock position where a notification is furnished to the IMS that a requirements review should take place for selected items.

10. **Support Level.** The depot distribution system stock position that restricts issue of stock to low priority requests for selected items.

Liability, Pecuniary. The statutory obligation of an individual to reimburse the government for loss or improper application of funds or property arising from his failure to exercise assigned responsibilities.

Library Materiel. Reference books, paper, periodicals, and pamphlets as well as file reference cards utilized in overseas dependent school libraries for student and teacher needs.

Limited Standard Item. An item of supply authorized for procurement only to support inservice materiel applications which require other than designated standard items.

Line Item.

1. A complete descriptive entry on any document, including quantity, unit of issue, stock or part number, and all data necessary to positively identify a specific article.

2. A row of numerical facts in a statistical table.

Loading Limit. The weight of materiel that may safely be stored per square foot of floor space.

Local Area Screening. Screening accomplished through circularization of excess personal property information by the owning military department within a radius of 100 miles of the holding activity.

Local Fair Market Prices. The price per unit charged by the nearest commercial dealer for an equivalent product less taxes, duties, and fees, to be used for certain types of sales provided that this price is higher than the standard price plus surcharges.

Local Manufacture (LM). The fabrication of items at either the depot or intermediate maintenance level. Fabrication (LM) of depot or intermediate maintenance coded items may be conducted at either level, regardless of the coding. For example: An F-4C high pressure hydraulic hose coded for LM by depot maintenance can be manufactured at the intermediate level if necessary equipment, tools and/or technical capability exists. Likewise, an item can be locally manufactured at the depot maintenance level, if coded for intermediate level maintenance, if the base maintenance activity does not possess the necessary capabilities/facilities.

Location Audit Program. The location survey and the location audit reconciliation combine to make the location audit program.

Location Audit Reconciliation. The actions taken to ensure compatibility between the corrected locator record and the item record.

Location Survey. The actions taken to ensure compatibility between the locator record and the physical assets.

Locator Card. A form on which storage locations are recorded and which by means of the location designation provides the exact location for each item in storage.

LOGAIR. Former AFMC controlled, scheduled airlift program operating between AFMC activities, AMC aerial ports, and other designated points.

Logistic Concept. A plan or idea of how to build up or support a military force; such as, to provide supplies, equipment, transportation, maintenance, etc.

Logistic Support Base. The base responsible for providing logistical support and services to an authorized overseas dependent school established under the DoD Dependents Schools System.

Losing Class. The commodity class from which item(s) are being transferred.

Losing Storage Unit. The storage unit from which item(s) are being transferred.

M-Day Force Materiel Requirement (MDFMR). The quantity of an item required (on M-Day minus one day) to equip and provide a materiel pipeline for authorized peacetime US force levels, both active and reserve.

Main Operating Squadron. A missile squadron, selected from within a group of missile squadrons, at which insurance type items will be stored. This squadron will usually be selected because of its location in relation to other squadrons in a given area.

Maintenance Support Item. An item the use of which is related to a maintenance work order, and includes maintenance bench stocks since end expenditure is based on work order.

Maintenance Support Stockrooms. A supply storage and issuing point within the maintenance area, providing on the line supply support of projected and obligated direct parts and materiel required to accomplish the depots master, engine and aircraft repair schedules.

Maintenance Type Repair Item Code. A one-position alphabetic code used in an AFMC ALC depot supply system to identify item repair responsibility and type repair to be afforded the item (base maintenance, depot overhaul (specialized repair activity/nonspecialized repair activity materiel repair system) items, contractual repair or not maintenance).

Major Assembly. A union of major components, as specified, to perform a specific major function in a nuclear weapon. Major assemblies are the only items designated by the "MARK-MOD-ALT" system. Some examples are weapons, fuses, radar, and power supplies.

Major Command. A term referring to any one of the USAF major commands; such as, Air Training Command.

Major Command Controlled Unit. An AF unit organized and activated by major command general order directive in accordance with the unit manning document within limitation of the command personnel allotment voucher to supplement the controlled force structure.

Major Command Controlled Unit (Nonconstituted). A unit organized by a major command or separate operating agency in accordance with a prescribed unit manning document.

Major Component. A subassembly or component of a nuclear weapon. Major components are identified by assigned numbers, such as MC-1, MC-2, etc.

Major End Item. A finished item complete within itself, whether a simple piece or made up of many pieces, and ready for its intended use. Often used as a cataloging term in supply.

Major Equipment. An end item which accomplishes a specific complete function, hereinafter referred to as equipment. Equipment depots have support responsibility for major equipment, such as Sacramento ALC for ground generators; San Antonio ALC for batteries.

Major Items. Those items defined in Security Assistance Program documents by quantity.

Major Subsystem. A major functional part of an aircraft essential to the operational completeness of the aircraft. The major subsystems are airframe, engine, electronic, armament, and photographic, hereinafter referred to as "subsystem." The subsystem depots are the depots that have support responsibility for the major subsystem; that is, Oklahoma City ALC for B-52 airframes; Warner Robins ALC for MG-10FCS.

Management Code. A two-digit code assigned to an item which warrants review according to specific procedures or restrictions applicable to specified types of items (volume 3, part 2, chapter 21).

Management Data List. A Federal Supply Catalog publication which provides requisitions with those elements of management information common across the federal system; that is, national stock numbers (NSNs), source of supply, acquisition advice code, quantity unit pack, unit of issue, unit price, shelf-life, etc., and the military service-peculiar management control elements necessary for the preparation and processing of requisitions.

Manager Designator Code. A two-digit alpha code (any combination of the letters A-M) used primarily to route computer products to the specific depot supply IMS within the directorate of distribution (chapter 21, part 2, volume 3).

Mandatory Clothing Items. Includes both the initial and extra clothing allowances established for enlisted airmen in AFR 39-23.

Maneuver. The process of removing a weapon from its normal storage location, preparing for use, delivery to a tactical organization, loading, and flyaway, not to involve expenditure or transfer of accountability.

Mark - Modification - Alteration (MK-MOD-ALT). The basic system of the AEC for nomenclature of major assemblies of nuclear weapons, which indicates the overall design of a major assembly and changes thereto.

1. MK (Mark). The designation denoting the basic overall design of a nuclear weapon or a major assembly thereof. The word mark, or the abbreviation MK, when followed by an arabic number, designates a specific type of weapon or component.
2. MOD (Modification). The designation indicating either improved functional use or a new design to nuclear weapons or major components.
3. ALT (Alteration). The designation indicating a change to nuclear weapons or major assemblies, other than a MK or MOD change, and of sufficient importance to require controlled application and identification in the stockpile.

Master Equipment Management Index (MEMI). A document published as TA 001 which provides a consolidated listing of equipment type items reflecting latest stock list data and cross-reference ASC number(s) for those equipment items prescribed in allowance documents.

Master Item. A term used in reference to the item, within an I&S group that has been determined through research to be the most desirable and/or satisfactory for AF use. Such items are procurable, authorized for use, and suitable for use in lieu of any other item within its group. Only one master item is designated for an I&S group. When an I&S group is comprised of two or more subgroups the term, "Primary Item," is used to identify the most desirable item of the lesser subgroup(s). For example, within an I&S group comprised of subgroups AA, AB, and AC, the term Primary Item applies to the most desirable item in each of the lower subgroups; that is, AA and AB. The term Master Item applies to the most desirable item in subgroup AC.

Master Item Identification Control System (MIICS). A computerized system designed to maintain item name, user data, part number data, and standardization data on AF used items reflected in the federal files, and to ensure the compatibility of AF management records and corresponding federal records to support other ADPE

systems documented. The system also provides individual interrogation and mass data request products required by AF activities, other federal agencies and contractors for operational and managerial purposes.

Material.

1. Raw, crude, or partially processed items which have not yet been brought into a definite functional shape.
2. Inventory on which manufacturing or processing must be done prior to resale or use.

Materiel. All items of personal property necessary for the equipment, maintenance, operation, and support of military activities without distinction as to their application for administrative or combat purposes. **NOTE:** The preceding two definitions are taken from DoD Instruction 5000.8. Each will be used as required in AFMAN 23-110. Usage must be determined by the specific situation, considering that the terms are not always interchangeable, and that one will usually describe the situation more accurately than will the other. Determination of intended usage will be made by the designated office of primary responsibility for the procedure.

Materiel Distribution System. That complex of facilities, installations, methods, and procedures designed to receive, store, maintain, distribute, and control the flow of military materiel between the point of receipt into the military system and the point of issue to using activities and units.

Materiel Inspection and Receiving Report (DD Form 250 series). A validated report of contractor furnished supplies or services inspected and/or accepted by the government.

Materiel Management Code (MMC). A two-digit code used in conjunction with a stock number to designate the IMS responsibility.

Materiel Manager (generic term). A general term of reference to all types of materiel managers of all services; that is, weapon system control points, IMSs, national ICPs, etc. When intended to relate to materiel managers within the AF supply distribution complex only, this term is entered as AF materiel manager.

Materiel Pipeline. The flow of materiel through the military distribution system, from the point of receipt from procurement or production into the military system to the point of its final issue, in both quantitative volume and item range, as required to ensure uninterrupted supply to using units and activities (see order and shipping time).

Materiel Release Confirmation. A notification from a storage site advising the originator of a materiel release order of the positive action taken on the order.

Materiel Release Denial. A notification from a storage site advising the originator of a materiel release order of the negative (warehouse refusal) action in the order.

Materiel Release Order (MRO). An order issued by an accountable system manager (usually ICP or accountable depot) directing a nonaccountable activity (usually a storage site or materiel drop point) within the same supply distribution complex to release and ship materiel.

Materiel Utilization Control Office (MUCO). An organization which functions as a single point of contact to develop and implement policies and procedures for the management of long supply assets and the control of utilization and disposition program efforts.

Matured Item. A national stock numbered item of supply which has been in the federal supply system for a period of 48 months after the system entry date or the reactivation date.

Maximum Strike Capability. The ability to check out and launch the total unit of equipment in performance of the assigned mission of a guided missile squadron.

Maximum Support Capability. The ability to check out and launch the total quantity of missiles (operational stockpile) in performance of the assigned mission of the missile squadron.

Mechanized Base. As used in chapter 12, part 1, volume 2 and chapter 12, part 1, volume 3, a reporting activity having machine capability to produce stock balance and consumption report (SB&CRs) in PCAM formats (chapter 12, part 1, volume 2 [base SB&CR procedure]).

Medical Items for Nonmedical Activities. The base medical supply officer (BMSO) is responsible for providing medical materiel support to nonmedical activities. This support includes medical materiel items for which the DPSC has management responsibility. Nonmedical activities obtain this materiel by submitting an issue request to the BMSO. Normally, the nonmedical activity reimburses the BMSO for the materiel issued, unless the activity is included in the financial plan of the medical facility.

Mezzanine Space. The area provided by the construction of intermediate or fractional story between any floor and ceiling of a building for use in storage operations.

Military Assistance Advisory Group (MAAG). A joint service group, normally under the military command of the commander of a unified command and representing the Secretary of Defense, which primarily administers the US military assistance planning and programming in the host country. The term MAAG includes joint US military aid groups; joint US military missions, including training missions; and US military organizations having functions similar to MAAGs.

Military Clothing Sales Stores (MCSS). The base retail outlet, selling issue-type uniforms and accessories obtained from DPSC, operated for the Department of the Air Force by the Army and Air Force Exchange Service (AAFES).

Military Interdepartmental Purchase Request (DD Form 448) (MIPR). A form executed by a requiring department as a request for materiel to be procured and/or supplied by the procuring department.

Military Property Custodian. An agent of an educational institution authorized to requisition, receive, store, issue, account for, and otherwise perform such administrative matters as may be required in connection with the utilization of AF property furnished the institution for use in conducting AFROTC activities. This person performs in a similar capacity to that of an AF organization supply officer with respect to those chapters of this manual which apply to the AFROTC program.

Minimum Support Capability. The ability to check out and launch the total quantity of missiles (operational stockpile) in performance of the assigned mission of the missile.

Mission Support Kit (MSK).

1. Mission support kits consist of expendable supply and spare parts including aircraft spares and other unit mission equipment spares required to support a unit or a segment of a unit and to sustain continued operation during temporary duty away from home base or at places where support is not available. MSKs will not exceed 30 days stock which include the number of days enroute of maintenance supplies and spares required to move the unit to a temporary duty location and return to the home base. MSK items are obtained from base stock and when issued to a unit are considered a part of base stocks.

2. Preparation and maintenance of the MSK listing will be the responsibility of the applicable major command. This responsibility will include development of spares listing, accumulation and surveillance of spares, and maintenance of records.

Mobile Training Set (MTS). A set of system oriented trainers, training aids, special tools, test equipment, and training accessories designed for portability and use in the field.

Mobility Equipment (ME). Items and quantities of equipment required to be moved with a unit or special activity upon deployment to an emergency or wartime station. Only combat and combat supporting type units which are scheduled to deploy in the event of emergency or wartime situations are authorized mobility equipment. Determination of items and quantities of equipment to be authorized as ME will be made by the CEMO based on applicable allowance documents, considering that equipment which is to be prepositioned as WRM and/or available as JU equipment at the deployment base.

Model ("M") Trainer. A replica or miniature of an AF end article (not necessarily to scale) to be used for classroom instructions and experiments to be carried out in respect to basic article in relation to terrain, bridges, buildings, aircraft, etc.

Moderate Combustibility. Materiel and their packaging, both of which will contribute fuel to fire.

Monetary Allowances. Includes the initial monetary clothing allowance, basic maintenance allowance, standard maintenance allowance, and the extra clothing allowance contained in AFR 39-23.

Monitoring Depot. An AF materiel management facility which is responsible for maintaining records of status of items, follow-up action on delinquent items, and submission of reports.

Monitoring Maintenance Activity. The depot responsible under volume 3, part 1, chapter 11. Normally, it is the depot assigned the maintenance engineering responsibility for equipment or end item to be modified.

Motor Vehicles. Includes general purpose vehicles (commercial and military type), special purpose vehicles, materiel handling equipment, and certain support equipment (SE). SE is limited to items normally maintained by the base motor vehicle maintenance section.

Mutual Security Agency (MSA). Agency administering assistance to foreign countries.

Name or Desk Card. A PCAM card which has the name of the respective property accounting clerk or desk number keypunched and interpreted thereon. Transaction cards that do not affect property accounting balances may be offset filed behind this card, if desired. The name or desk card will accompany balance cards when forwarded to data services.

National Stock Number (NSN). Consists of an applicable four-digit class code number (NSN) plus the nine-digit national item identification number (chapter 7 contains complete explanation of NSN system).

Noncataloged (NC) Item. An item that is in the process of having a NSN assigned to it and where-in a NC number has been assigned in the interim period for control purposes.

Noncontrolled Exception. A transaction which requires external research or additional data for further processing action. This transaction does not normally contain a document number, nor is an exception control number assigned for maintaining an internal suspense record.

Nondefinitive Unit of Issue. A type of unit of issue designation that does not indicate an exact quantity of volume, measurement, weight or count; that is, box, package, reel, drum, etc.

Nonexpendable Items (Equipment). Items which are neither consumed nor lose their identity during periods of use and normally are capable of performing a function independently. Examples of nonexpendable items are vehicles, shop equipment, tools, furniture, and similar items.

Nonmechanized Base. As used in volume 2, part 1, chapter 12, and volume 3, part 1, chapter 12, a reporting activity that does not have the machine capability to produce SB&CRs in prescribed PCAM formats. Procedure applicable to preparation and submission of SB&CRs by these activities is outlined in volume 2, part 1, chapter 12.

Nonprior Service Airmen. Individuals without prior service in any of the Armed Forces or Reserve components thereof, and airmen who have had no active duty since 19 June 1951.

Nonrecurring Demand. A request made by an authorized customer on a one-time basis to provide initial or authorized increases in allowances or stockage at any level, or for modification of equipment, special planned programs, and one-time repair or rebuild requirements.

Nonregistered Item. An item previously assigned an NSN for which the Air Force is not recorded as a user in the federal catalog system.

Nonreturnable Items. Those items worn close to the body such as, underwear, socks, shoes, and headgear with nonremovable bands. Nonreturnable items of personal and special purpose clothing and equipment are identified in TA 016.

Nonstandard Items. Equipment, repair parts, initial spare items not authorized for general Air Force use.

Nonstock Listed (NSL) Item. An item that does not have an NSN assigned. The items that would fall into this category would include items identified under one of the AF control numbers listed, in chapter 7 (that is, items assigned an ND, K, P, or L control number or identified by P/N and manufacturer's code).

Nonweapon System Items. As used in chapter 12, part 1, volume 2, reportable items that are stocked by the base in support of requirements other than authorized weapon systems.

North Atlantic Treaty Organization (NATO). An organization consisting of the North Atlantic Treaty countries. NATO Maintenance Supply Organization (NAMSO).

Not Fully Equipped (NFE). The aircraft is capable of performing one or more of the primary missions assigned to the unit but has some limitations on its operational capability due to lack of part(s).

Nuclear Components. The fissionable or fusionable materiel associated with a nuclear weapon.

Nuclear Ordnance Air Force Materiel (NOAM). Items procured by the Air Force which are peculiar by application and/or original design to the AF nuclear weapons program.

Nuclear Ordnance Commodity Management (NOCM).

1. All management functions directly related to the support of nuclear weapons. The Directorate of Special Weapons, San Antonio ALC, is the NOCM and the central point of contact for matters pertinent to the Air Force nuclear weapons program. NOCM is used in this manual as the abbreviation for both nuclear ordnance commodity management and nuclear ordnance commodity manager.

2. NOCM items are those items which are peculiar by application or initial design to the AF nuclear weapons program and for which the Directorate of Special Weapons, San Antonio ALC, has been assigned management responsibilities. Assignment of an item to NOCM includes IMS responsibilities. NOCM items will be further identified by the management code "CM" as a suffix to the NSN.

Nuclear Ordnance War Reserve (NOWR) Materiel. Items procured by ERDA and furnished to the Air Force in support of weapons owned by ERDA, deployed to the custody of the Air Force.

Obsolescence. The decrease in utility of tangible property due to causes such as economic, social, technological, or statutory change (see depreciation).

Obsolete Ammunition and Explosive Materiel. Items which have been declared unsuitable for their original military purpose by classification. May have further utility in conjunction with other military effort; that is, research and development, modifications, etc.

Occupied Net Storage Space. The area actually occupied by materiel.

Officer, Accountable. An individual personally obligated to exercise due care and observe legal and administrative restrictions in custody of property, or for receipts, disbursements, and balances of funds of which he has custody; or for certifying to the accuracy or legality of the basis on which disbursements are made; may entail pecuniary liability.

Officer, Certifying. A person authorized to attest to the accuracy or legality of a written statement or to the fact of a transaction. The term is commonly applied to those who certify vouchers for services rendered or articles furnished which are to be submitted to a disbursing officer for payment (55 Stat. 875), not currently applicable in the DoD. The term also applies to officers and others designated by proper authority to certify public vouchers, or to furnish prescribed certificates in connection with property transactions.

One-of-a-Kind Unit. Major command controlled unit which, due to its peculiarity, is the only one of its kind in the Air Force and the only one envisioned.

On-the-Spot Survey. A review and validation of equipment requirements conducted with the users of the equipment in conjunction with ERAAs.

Operating Unit. Each major organizational subdivision or entity made responsible for execution of an identifiable segment of a program. It would include all identifiable activities under one command or management, whether in the field or at any higher level, such as an intermediate operating agency or even a departmental headquarters.

Operating Unit, Host. An operating unit under a single command to which is attached one or more tenants for the purpose of administrative and/or logistical support - both host and tenants being at one geographical location.

Operating Unit, Satellite. An activity which receives administrative and/or logistical support or service from another activity, geographically separated.

Operating Unit, Tenant. An operating unit attached to a host operating unit for administrative and/or logistical support; usually, but not necessarily, host and tenant are subject to command or management by separate operating agencies.

Operational Ammunition. Ammunition required to accomplish operational missions and equip aircraft, life rafts, life vests, and emergency sustenance kits; for ground signaling purposes, demolition work, etc.

Operational Items. Items other than mandatory clothing items authorized for wear pursuant to AFR 35-10.

Operational Loss. Property which is listed on the stock record account but cannot be found by physical check and is either missing or reported missing because of loss, entry under the wrong description, or undiscoverable posting errors.

Operational "O" Trainers. A unit of operational equipment or complete system arranged to operate in a normal manner to teach students the operational characteristics of the equipment and afford them experience in servicing, operating, and trouble shooting such equipment.

Operational Phase. The portion, period of the life, or program of a missile weapon system during which the production version of the missile weapon systems is employed or is capable of being employed by the ultimate user (major command) in the role of mission for which it was developed. While this phase normally follows the research and development phase, it may overlap and for a time, run concurrently with this phase.

Operational Stockpile. The quantity of missiles which a missile squadron has or is projected to have on hand to accomplish its assigned mission.

Operational Storage Site (OSS). An installation in the CONUS which has facilities for storage, storage inspection, modification, and assembly of nuclear weapons, major assemblies, and nuclear components. Weapons stored at an operational storage site are in ERDA and/or DoD custody, and the site is operated and controlled by AFMC.

Order and Shipping Time (O&ST). The time interval in days between the initiation of stock replenishment action by a specific activity and the receipt by the base of the materiel resulting from such action. O&ST used in base stock leveling is applicable only to off-shelf receipts.

Order-of-Use. A unique combination of codes used to identify the order in which items within an I&S group will be substituted and/or issued.

Organization. A unit or activity drawing supplies direct from an AF base or subbase.

Organization Table. A HQ USAF numbered publication in two parts: Part I. A detailed statement of function and mission capability assignment for either AF controlled and major command controlled units with like characteristics which will generally be manned similarly in accordance with appropriate unit manning document. Part II. A guide which prescribes the characteristic military and civilian manpower strength and skills either planned or in use for AF controlled and major command controlled units in support of the unit capability established in part I.

Organizational Commander. The term, organizational commander, at major command/AF/division headquarters level means the deputy chief of staff, officer in charge of staff agencies (such as staff judge advocate, safety, etc.) or his delegated representatives. Organization commander at base level means the individual possessing supervisory control (not administrative control, such as supply squadron commander, etc.) of the function and responsible for success of the assigned mission.

Organizational Equipment. All equipment items authorized to or on hand in an organization or base to support its mission. All organizational equipment will be managed by the EMO/CEMO (except as excluded by volume 4, part 1).

Organization Forecast Authorization Equipment Data (OFAED). A forecast of organization equipment required for the future support of a programmed new or modified type of unit as reflected in official USAF program documents. The OFAED does not reflect any equipment in use.

Organizational Level Maintenance. That maintenance which a using organization (missile squadron) performs on its own equipment with the use of its own skills.

Organizational Maintenance. That maintenance authorized for, the responsibility of, and performed by a using organization or its assigned equipment. Organizational maintenance normally consists of pre-flight, post-flight,

and periodic inspection of aircraft; daily or minor inspection of other materiel, servicing, preventive maintenance, calibration of systems, and removal and replacement of components.

Organizational Scrap. Personal property, other than waste, which appears to have no market value except for its basic materiel content.

Original Container. An unopened unit intermediate, or shipping container of identical items which bears evidence of having been closed or sealed after inspection and identification by an AF depot inspector, AF quality control representative, or authorized inspectors of other governmental agencies.

Original Package. A sealed or otherwise securely closed container which has been packed by a vendor, supply depot, or arsenal and which conforms to the following:

1. Contains one kind of article only, as distinguished from a container in which miscellaneous articles are packed for convenience in shipment. The component articles comprising a standard unit of equipment when assembled, must be considered as one article when shipped as a complete unit.
2. Contents are standard as to quantity or the outside of the package shows a list of quantities and description of the contents thereof by permanently affixed marking.
3. The designation of the vendor, depot, or arsenal is indicated on the outside of the package.
4. The package is received by the consignee with seals of protective fastening unbroken as applied by the vendor, depot, or arsenal with no evidence of having been tampered with enroute and no visible damage to contents.

Orthopedic Footwear. Footwear of special construction to correct, compensate, or remedy conditions resulting from foot injuries, partial amputation, congenital deformity, or disease. Orthopedic footwear is not provided under the clothing monetary allowance system but is supplied through medical channels.

Overlay. Input data to computer records replacing the old data carried in a specific field.

Overseas Support Activity. An overseas activity which provides limited logistical support to nuclear weapons activities.

Overseas USAF Ammunition Distribution Depot. A USAF ammunition depot located within an overseas theater with an assigned mission of providing supply support to AF activities within an established geographical area.

Packaging. This includes the preservation, packaging, packing, and other protective measures afforded supplies and equipment.

PAE. The port of aerial embarkation, normally controlled by AMC, to which materiel will be shipped for subsequent overseas movement to appropriate bases.

Pallet.

1. Flat Pallet. A platform, double or single faced, on which supplies are loaded for handling or storage purposes.
2. Box Pallet. A pallet on which a framework, or solid sides and ends has been constructed to facilitate the handling and storage of supplies of odd shapes and sizes and which cannot support the weight of other palletized supplies.

Pallet Storage Area. A bulk storage area in which pallets are used as the storage medium to conserve space, protect materiel, or to facilitate handling.

Parts Preference. A codification system used in the I&S grouping program to indicate the relationship of each item within a subgroup indicating the order to be used in supplying the items.

Passing Actions (generic term). A general term identifying all types of supply transactions associated with materiel demands within supply distribution systems. The term is applicable when forwarding materiel demands from one supply source to another. Specific types of passing actions are:

1. Passing orders.
2. Referral orders.
3. Materiel release orders.
4. Redistribution orders.

Passing Order. An order used to pass an erroneously routed requisition to the appropriate depot or distribution point, and to pass a requisition from one distribution system to another.

Peculiar Item. Items of supply having application to only one weapon system or nonweapon system.

Periodic Checkout. The testing or checking of a missile at regular intervals of calendar time or in reference to certain equipment testing or checking after a piece of equipment has been used for a given number of hours, etc.

Permanent System Control Number (PSCN). An item identification number assigned through standardization efforts, to an item which is "authorized for procurement" even though there are no immediate requirements for the item. The PSCN may be assigned to "standard" items even though the "standard" items have not been identified as replacements for other items coded "Not Authorized for Future Procurement." When a requirement for procurement is established, the PSCN may be converted to an NSN (chapter 7).

Personal Retention Items. Those items of clothing and individual equipment which are issued to the individual and accounted for on AF Forms 538, **Personal Clothing and Equipment Record**.

Personnel Experimentation and Testing Device. Locally fabricated devices and apparatus employed in the measurement of personnel aptitude and proficiency in connection with the selection and classification of military personnel and the development of effective training procedures.

Physical Inventory. A record of property on hand based on physical count.

Pipeline. In logistics, the channels of support or a specific portion thereof by means of which materiel flow sources of procurement to their point of use.

Pipeline Time. The number of calendar days between the date a requisition is initiated and the date of materiel receipt by the consignee (see O&ST).

Policy. A settled course adopted or prescribed to be followed by an individual or group of individuals. Policy should be based upon principle, but must reconcile therewith practical considerations having a bearing on timely, effective action.

Port of Embarkation. The water or aerial port of embarkation (POE) from which personnel and/or supplies and equipment will depart for deployment to foreign assignment.

Post Mortem Inspection. Study and analysis of those weapons components rejected during E&ST or post-E&ST inspection to determine causes of failure. Post mortem inspections will be conducted by ERDA.

Posting Suffix Code. A predetermined code assigned to a locally generated transaction and used in conjunction with document identifier and type transaction code to identify additional action(s) to be taken by the computer (volume 3, part 2, chapter 21).

Post-Post. The act of updating computer stored record on an after the fact basis; such as, the movement of materiel is made prior to the processing and updating of the master record.

Potentially Inactive Item of Supply. A matured item of supply for which the materiel manager has no recorded wholesale issues for the 12 months period preceding attainment of the maturity date, but for which registered user concurrence to delete, has not yet been obtained.

Precedence Rating. Precedence ratings are assigned to units, activities, and projects in the HQ USAF Program Document (short title PD) Bases-Units and Priorities (classified). The precedence rating signifies the relative order of importance of units, activities, and projects in the USAF operating program, and when converted to FADs indicates the priority for allocation of resources. These factors must be used for the allocation of critical resources.

Preferred Item. An item of supply having formal interservice agreement as to its preferential status and use within the DoD.

Preliminary Inspection Status. (DD Form 1574 or 1574-1). That state in which an article has been subject to preliminary inspection for quality only, at the manufacturer's plant, with final inspection and acceptance for payment to be made at destination or as otherwise stipulated.

Prepackaging. The assembly of materiel authorized for prestockage into packages which constitute support of a specific organizational component and/or a specified number of flying hours, landings, etc. For example: A readiness spares package (RSP) to support a squadron of F-16 aircraft for 30 days. This materiel is stored separately and each package is boxed and identified for immediate movement upon deployment of the organization.

Preparing Activity. The AF activity which prepares and distributes the supply directive memorandum, item listing, and appropriate PCAM cards utilizing source data. The preparing activity for an AFSD involving a table II is the airframe IMS. The preparing activity for tables XI, XVI, etc., is the depot which is responsible for the maintenance of the respective table.

Prepositioned Reserves. Designated portions of the RSP set aside or earmarked for a specific purpose or designated force and positioned at a specified and pre-planned point for use.

Prepost. The act of updating computer stored records prior to the physical movement of materiel.

Prestocked Reserves. Designated portion of the RSP which is in addition to the prepositioned reserves, set aside, earmarked for a specific purpose or force, and prestocked at specific locations in a condition suitable for ready movements to a point for use.

Price (Noun). Monetary amount given, received, or asked in exchange for property or services, expressed in terms of a single item or unit of measures of such property or services.

Priced Aerospace Ground Equipment List. Those documents initiated by the contractor setting forth all items and quantities of AGE approved for procurement.

Priced Spare Parts Exhibit. An AFMC approved price spare parts list attached to and made a part of the contract by amendment thereto.

Priced Spare Parts List. Those documents initiated by the contractor containing all items and quantities approved for procurement.

Primary Item. A term used in reference to the most desirable item of each subgroup, except master item subgroup, within an I&S group (see master item definition).

Primary Weapons and Equipment. Major equipment essential to and employed directly in the accomplishment of assigned operational missions and tasks. This equipment may be specifically designated by type by the military services.

Principle. A fundamental rule or law of action based upon desirable ends or objectives. **NOTE:** A principle is more basic than a policy or a procedure and generally governs both.

Priority Code. A two-digit numeric code used by all military requisitioners. The priority code when properly constructed is directly related to precedence. Its construction is accomplished by relating the intended users FAD assignment with the appropriate urgency of need designator, as prescribed by DoD instructions. Entry of the priority code on AF originated requisitions is mandatory (see precedence rating).

Priority Designator. A two-digit numeric (arabic) designator used to signify the priority entry in MILSTRIP requisitions (chapter 24).

Procedure.

1. The means or methods by which action shall be taken consistent with applicable principles.
2. A means of implementing policy.

Procurement. The complete action or process of acquiring or obtaining personnel, materiel, services, or property from outside a military service by means authorized in pertinent directives.

Procurement, Central. The process of acquiring materiel to meet consolidated department-wide requirements. Distinguished from local procurement. May or may not include procurement of requirements of other military departments.

Procurement, Coordinated. Refers to procurement of supplies and services by one military department (or joint agency) for another military department, pursuant to mutual agreement; or supplies under single procurement. Encompasses joint, single, and plant-cognizance procurement.

Procurement, Joint. Procurement of supplies pursuant to assignment of procurement responsibility made by the Secretary of Defense whereby a jointly staffed and financed agency within the DoD procures certain supplies to satisfy the requirements of all the military departments.

Procurement Lead Time. Procurement lead time is the number of days which elapse between the initiation of procurement action and the receipt of materiel at the depot, if the lead time is not known and the depot has no basis on which to make a more accurate estimate it will be estimated at 240 days.

Procurement, Local. Procurement of materiel or services by an installation for consumption at the installation or its satellited activities.

Procurement, Single-Department. Procurement of supplies pursuant to assignments of procurement responsibility made by the Secretary of Defense whereby one military department procures certain supplies to satisfy the requirements of all military departments.

Production Expediter. A qualified individual designated by the air regional representative or AF plant representative, under the jurisdiction of the contract district, to process, expedite, and divert requests and perform production functions applicable to supply contracts.

Production Lists. A list of items forecast and released or recommended for procurement by the contractor to cover initial support requirements. The list will include part numbers, if available, or sufficient description and accompanied with drawing and technical data to enable the commodity class to accomplish the required procurement action. Production lists are submitted for spare parts, peculiar, nonstandard, and common AGE, etc.

Production Lists to Open Contracts. A definite list of items approved for purchase by the government through mutual agreement between the AF contracting officer and the contractor as stipulated in the open contract.

Professor of Aerospace Studies (PAS). The senior USAF officer assigned to the AFROTC detachment responsible for the supervision and administration of the AFROTC program at an assigned educational institution. The officer is designated as the detachment commander with the responsibilities of a base commander (AFR 20-14).

Programmed Communications Support Program (PCSP). The USAF supplement document containing a detailed reflection of USAF approved CEIPS and ground CEM facilities in support of or integral to numbered systems acquired under AFR 800 series. Data is expressed in specific terms of host commands, base, geographic location, CEM facility, SFEL/SCFEL, and major equipment/system identity.

Property Account.

1. A formal record of property and property transactions in terms of quantity and/or cost, generally by item.
2. An official record of government property required to be maintained.

Property Accounting. The establishment and maintenance of property accounts, including the rendition of property records.

Property Accounting Responsibility. The obligation of an individual officially designated to establish and/or maintain records or accounts of government property in accordance with a prescribed system.

Property Custodial Responsibility. The obligation of an individual for the proper custody, care, and safekeeping of government property, entrusted to his possession or under his supervision.

Public Personal Property. All public property (equipment, supplies, books, and subsistence), except real property, acquired by the Air Force (AFR 20-14).

Punch Card Accounting Machine (PCAM). A means for entry of alphabetic or numeric data into paper card forms of prescribed specifications and for the processing of such cards at a specified rate of speed to accomplish those actions incidental to records keeping and preparation of various reports.

Purchase Request (PR) (AFMC Form 36). The initial request prepared for future procurement action and is used by all AFMC and off-shore activities for the central procurement of AF requirements.

Quantity Above Termination. The portion of the quantity of an item on hand which exceeds the quantity authorized or required to be on hand at the place or point involved or throughout the system.

Quantity Unit Pack (QUP). The number of units of issue bound or packaged in a unit pack or shipping container.

Quick Engine Change (QEC) Kit. Those parts which are required to build up a raw aircraft engine to complete power pack-up configuration for rapid installation on an aircraft. See AFM 400-1 for additional detail.

Quick Engine Change Power Pack-Up. An assembly consisting of a QEC kit and engine installed on an engine transport dolly, in order to change engines in the shortest time possible. Items such as propellers and cowlings are not normally assembled on the build-up engine unless they can be left on the engine during its installation on the aircraft.

Quick Reaction Capability (QRC).

1. Pertains only to electronic warfare and intelligence, and is the ability to provide timely solutions to engineering, production, installation, modification, and logistic problems which result from technical and tactical surprise by an enemy, new intelligence, or changes to our systems and/or tactics.
2. QRC Equipment. The components, subassemblies, accessories, and peculiar items of test equipment required for assembly and testing of QRC system.
3. QRC System. The combination of components and accessories required to make one complete operation QRC system.
4. QRC Task. A project established within the Air Force to provide an improved capability.

Readiness Date. The date specified in the movement directive by which the personnel, supplies, and equipment of the organization will be prepared for movement to the POE from the base. When equipment is to precede personnel, a separate equipment is prescribed by table of allowances and normally will be retained by the base upon movement of the unit.

Readiness Exercise. The process of removing a weapon from its normal storage location, preparing for use, delivery to a tactical organization, loading and unloading by the tactical organization (on RSP), and returning to proper storage configuration and storage location, all conducted at one storage location without transfer of custody. At the discretion of the commander of the conducting agency, the exercise may be limited to any sequence of operations less than a total exercise as defined.

Readiness Spares Packages (RSP). (Also see *War Reserve Materiel*.) Four types will replace the old WRSK/BLSS, HPMSK, SASS, and WTDOS:

1. Mobility Spares Package. Air transportable packages of spares, repair parts, and maintenance supplies required to support planned mobility operations until resupply can be reestablished. (Old WRSK and HPMSK.)
2. In-Place Spares Package. Spares and repair parts required for base support of heightened readiness at the onset of a contingency. Additive in-place assets represent the delta between the primary operating stock (POS) expected to be available at the unit. (Old BLSS and SASS.)
3. Follow-On Spares Package. Air transportable packages of selected peacetime operating spares and repair parts to deploy with a follow-on maintenance capability. FOSKs are built from peacetime operating stock to support the transition to remove, repair, and replace (RRR) maintenance. (FOSK)

4. Training Spares Package. Spares and repair parts to support operations training exercises such as bombing and target practices that cannot be accomplished at the home base location. (Old WTDOS.)

Reallocation Inventory. Listing of the quantity authorized, on-hand balance, and the condition (serviceable or unserviceable [reparable]) for a specific critical item of essential AGE.

Real Property. As defined in AFR 87-5, the fixed capital assets of the USAF. It includes those items of nonexpendable equipment and property which are attached to or installed in real property.

Real Property Installed Equipment (RPIE). Items of equipment attached to or installed in real property. This includes fixed installed missile equipment which meets both of the following criteria:

1. It is a commercial type item or a subsystem predominantly comprised of commercial type items.
2. There is no requirement for configuration accounting and control.

Receipt, Inspection, and Maintenance. The missile receipt, inspection, and maintenance facility operated by the missile squadron.

Receipts. The increase in inventory caused by receipts of incoming shipments or local turn in.

Receipts (Property). Acquisition of personal property.

Receiving and Classification Unit. A special supply point where supplies are to be turned in by designated activities for the verification or establishment of identity, count, and condition. The local activity receipting for shipments received from the transportation officer is not considered a receiving and classification unit unless it also performs the functions.

Receiving Officer. The officer who will assume property responsibility for property when it is received by the consignee.

Receiving Space. The gross area used in checking, inspecting, preparing, and directing materiel (both new procurement and returns) prior to its delivery to storage areas.

Reclamation. The process of disassembly of excess aircraft, engines, and other end items to recover serviceable or economically repairable spare parts for which requirements still exist. Property will be on the property disposal officer's account at the time of its reclamation in order that valid reclamation expenses may be reimbursed from proceeds of sale of scrap and salvage. Reclamation involves only the removal of parts and does not include inspection, cleaning, repair, packing, or shipment. Expenses incurred by those actions are not properly reimbursable from proceeds of sale.

Reconnaissance Missile. A tactical or strategic missile in the reconnaissance role. Reconnaissance missiles will be designated with the prefix "RTM" or "RSM" followed by a numerical designator. For example: RTM-61, RSM-62.

Recurring Demand. A request made periodically or anticipated to be repetitive by an authorized requisitioner for materiel for consumption or use or for stock replenishment.

Red Circle. Items of equipment within authorized allowances which will accompany the unit from the home base to the POE except when move is by special military airlift, in which case red circle equipment will move by surface transportation.

Redistributable (SA program) Property. Includes all SA program property which has been declared by the recipient government to the United States, or such other agency as may have been agreed to by the United States, as no longer needed for the purpose for which furnished.

1. Property which has been charged to SA program but will not be delivered to the intended recipient country since the requirement no longer exists.
2. Property which has been delivered to a country and reported by the MAAG or mission, with the concurrence of the respective recipient country, as no longer required.
3. Any other property which may be recovered after delivery to the recipient country.

Redistribution. The transfer of control, utilization, or location of materiel between organizations or activities within the military services or between the military services and other federal agencies.

Redistribution Order (RDO).

1. An order issued by a responsible materiel manager upon an accountable supply distribution activity within the supply distribution complex directing release of materiel to another supply distribution activity within the same supply complex.
2. For intraservice use, an RDO may be used to direct release and shipment of materiel from an accountable post, camp, station, or base to another similar accountable activity to satisfy a specific demand.

Redistribution Order Confirmation. A notification from the recipient of an RDO advising the originator of the order of the positive action taken on the order.

Redistribution Order Denial. A notification from the recipient of an RDO advising the originator of the order of the negative action (materiel not available) on the order.

Referral Order. An order used between depots, IMSs, or other managers in an established supply distribution system for the purpose of passing correctly routed requisitions for continued supply action when the initial activity cannot fill the demand.

Refueling Unit Inventory Variance. The difference between the total quantity of product received from bulk storage by a refueling unit and the quantity of accumulated issues by the refueling unit to aircraft, crash boats, etc.

Registered User. A logistic activity (such as an ALC, acting either as wholesale or as a retail IMS) that has the NSN assigned to a given item of supply for cataloging, standardization or other management purposes, and is so registered in the federal catalog system master files. User is not intended to mean the ultimate consumer of materiel, that is, base, camp, post or station, as exemplified by AF installations registered against NSNs in the SNUD system.

Regulated Item. An item, the issue of which, because of high cost, highly technical or hazardous nature, or limited procurement for specified projects or missions, is controlled by the Chief of Staff, USAF; the Commander, AFMC; or the chief of the distribution agency.

Reimbursable Sale. All sales made for which reimbursement is received. This includes cash and charge sales.

Reject Card. A reject card is one rejected from processing due to missing, incorrect, or incompatible data. For example: No unit cost or ownership account code in the balance card, incompatibility between financial

inventory accounting (FIA) transaction code and posting control codes in the transaction cards, or an erroneous FIA transaction code (FIA transaction code not in lookup table).

Reject Control Number. A number automatically assigned within the computer (360/40) to a controlled reject transaction for control purposes. This control number consists of a disk record address number.

Releasable Assets. Items and quantities thereof which the responsible IMS of a military service determines are available for issue to meet the requirements of another military service. Such items may be offered to other military services from either transferable, reimbursable or transferable, nonreimbursable stocks.

Releasable Retention Stocks. The quantity of an item which is indicated on the records of an ICP as being available for transfer on a reimbursable basis. Reporting of such assets to DLSC is optional.

Release/Receipt Document. DD Form 1348-1, "DoD Single Line Item Release/Receipt Document," is prepared by the activity releasing the materiel. This document is used for selecting, packing, materiel receiving, and as a source document for the preparation of other documentation. The DD Form 1348-1 is not generally intended for use as an invoice, shipment, or materiel movement document. It may be manually or machine (EAM or computer) produced and is designed to facilitate preparation directly from the MRO document.

Relevel Notice. A notice prepared during computer processing when an item has not been leveled during the preceding 90 days.

Repairable. Unserviceable items that can be economically repaired and restored to a serviceable condition.

Repair Kits.

1. A repair kit consists of a package of selected maintenance and overhaul parts, normally consolidated into one external package and identified as a single item within the same commodity class as the end item to be repaired. Each kit contains a list of parts contained therein, identified by the vendor's or contractor's part number, noun, and quantity.
2. Stock control levels for repair kits will be established and the kits requisitioned by the base supply officer (chapter 25).
3. Air Force bases preparing requisitions for initial use of support equipment (SE) will be automatically furnished a 90-day stockage of repair kits. Additional kits may be requisitioned as required.
4. Repair kits will be issued to organizations on an as needed basis for bench stock.

Repair Parts. Parts required to return a vehicle to operational condition, necessary to perform its intended purpose. This does not include maintenance supplies; such as, wiping rags, antifreeze, radiator flush and stop-leak, solvents, grease, etc. Parts for SE are limited to the automotive portion of the equipment.

Reparable. Items which will be repaired for reuse when they become unserviceable. **NOTE:** This term suggests the logistics status rather than the condition of an item.

Replacement Issue. Issue based upon replacement of items consumed or condemned, and all other issues of a recurring nature.

Replacement Item. An item which is functionally interchangeable with another item but which differs physically from the original part in that the installation of the replacement part requires operations such as drilling, reaming, cutting, filing, shimmering, etc., in addition to the normal application and methods of attachment, is known as a replacement item.

Replenishable Procurements.

1. Ballistic missiles. Replenishment procurements of spares and spare parts (peculiar only) to support a missile and its peculiarly designed SE procured to replenish stocks and adjust initial provisioning based on experience, consumption data, check-outs performed, etc.
2. Guided missiles. Replenishment procurements of spares and spare parts (peculiar only) to support a missile and its peculiarly designed SE procured to replenish stocks and adjust initial provisioning based on experience consumption data check-outs performed, etc.
3. Aircraft spare parts and components procured for the 13th and subsequent months (prior to terminal requirements) and to replenish stocks and adjust stockage objectives in accordance with programs to be supported.

Report of Survey. An instrument for recording the circumstances concerning the loss, unserviceability, or destruction of AF property. It serves as, or supports, a voucher for dropping the articles from the property records on which they are listed. It also serves to determine all question of responsibility (pecuniary or otherwise), for the absence or condition of the articles.

Reporting Activity. As pertains to volume 3, part 1, chapter 21, AF stock record accounts that are required to prepare and submit SB&CRs (part 2, chapter 1).

Reporting Organization File (ROF). A file identifying each AF organization both numbered and unnumbered, assigned or to be assigned, and each wartime additive mission. The ROF reflects the equipment reporting status of each AF organization and RSP mission.

Request for Accelerated Delivery. A request prepared on AFMC Form 200 (replaces AFLC Form 197), "Accelerated Delivery Request," for accelerated delivery of materiel from AF contracts. Requests for accelerated delivery from other agency contracts resulting from AF MIPRs (AFMCR 57-7).

Request for Issuance of Orders against Indefinite Quantity Contracts. A request prepared on AFMC Form 36, "Purchase Request," and directed to the procurement activity (AFMCR 57-7).

Request for Issuance of Orders against Requirements Type Contracts. A request prepared on AFMC Form 36 directed to the procurement activity (AFMCR 57-7).

Requisition. An authoritative request or demand for supplies directed to military and GSA materiel management agencies.

Requisition, Replenishment. A requisition to maintain stocks of materiel at an approved level.

Reserve Forces. Includes the AFRES, ANG, and the AFROTC.

Reserve Location. A location in which large quantities of bulky items are stored for the purpose of replenishing active locations or from which large quantities required for outgoing shipments may be obtained.

Reserved Materiel. Uranium, thorium, and all other materiel determined pursuant to section 5b(1) of the Atomic Energy Act of 1946 (60 Stat. 761; 42 U.S.C. (1805)), to be peculiarly essential to the production of fissionable materiel.

Responsibility.

1. The duty or obligation of an individual or group of individuals to perform satisfactorily an assigned function or task.

2. Obligation of an individual for the proper custody, care, record-keeping, and safeguarding of property entrusted to his possession or under his supervision; may include pecuniary liability for losses occurring because of failure to exercise this obligation.

Responsible Air Logistics Center. The ALC designated by HQ AFMC to provide technical and logistical assistance to the deploying organization in packaging, marketing, requisitioning, etc. This ALC will further act as the focal point for information relative to the status of the equipment of the deploying organization. The ALC in whose geographical area the deploying organization is located will normally be designated responsibility for nonaircraft and nonmissile deploying organizations. The ALC and/or SSM, as appropriate, which is assigned responsibility for the weapons system (aircraft or missile) will normally be designated responsibility for deploying organizations possessing aircraft and/or missiles.

Responsible Officer. An individual officially appointed by the base or unit commander or unit supply officer to maintain record of such property entrusted to him or to maintain custodial responsibility when record is maintained by a unit supply officer.

Restricted Ammunition. Items that cannot be expected to perform satisfactorily under all conditions, but may be used safely within certain prescribed limitations.

Restricted Area. A physically defined area containing materiel, facilities, or structures subject to special security restrictions and controls.

Restricted Data. Data concerning design, manufacture, or utilization of atomic weapons; production of special nuclear materiel; or use of special nuclear materiel in production of energy. This term shall not include data declassified or removed from restricted data category.

Restricted Parts. Certain classes of vehicle parts which shall be procured by the government through mandatory federal supply schedules.

Retention Authority. The authority by which certain in-use items of equipment not otherwise authorized may be retained by the processing organization when retention is deemed more economical or practical than turn in. Item authorized for retention will not be replaced.

Retention Limit.

1. The maximum quantity of an item permissible to be retained consists of the quantity authorized or required to be on hand, plus that portion of the quantity in long supply which sound determination indicates should be retained for future issue or consumption in lieu of procurement or replenishment receipts through requisition.
2. The moving, rearranging, or relocating of materiel in base or depot storage, regardless of the number of line items processed or the distance involved. Excludes normal stock replenishment of materiel from reserve to active location.

Reversal. An action taken on a transaction to reverse the original computer decision.

Roadable Container. A wheeled container capable of transporting a nuclear weapon when towed by a suitable prime mover. The container protects the weapon from adverse environmental conditions during storage.

Rotation. Any tactical aircraft rotating overseas; supported in accordance with chapter 15.

Routine Reorder Point. The assets position at which a stock replenishment requisition should be submitted or assets reviewed to ensure adequate quantities are available or due in to maintain the stockage objective. This

position is reached when the on hand and due-in quantities minus due-out quantities are equal to or less than the established safety level plus pipeline time quantity.

Routing Identifier.

1. A code that identified a specific supply and distribution organization as to military service or governmental ownership, and geographical location.
2. For intra-Air Force use, a routing identifier may be used to indicate a local supply source; that is, local purchase, local manufacture, etc., when the first position is reflected as a "J" (part 4, chapter 1, attachment 1A-3).

Sales Account. The formal record of the responsibility of a sales officer prepared periodically on a money value basis, according to AFR 145-1.

Sales Codes. These are numeric codes used to designate various types of clothing store sales for administrative purposes; for example, sales code "96" (cash sales to airmen) and sales code "17" (health and appearance sales).

SB&CR. Used in volume 3, part 1, chapter 12, to abbreviate stock balance and consumption reports. This abbreviation should be used in all communications and records pertinent to this reporting system.

School Official. The individual responsible for the supervision and operation of the overseas dependent school (principal or designated representative) authorized to request, receive, store, and account for school unique items of supply and library materiel.

School Unique Items. Those items of supply, materiel, and equipment, which are peculiar to the operation of the dependents schools educational program and which are not usually available through normal AF base supply channels.

Screening. The process of analyzing a requisition to establish its validity by the inclusion of sufficient data to provide proper authorization and adequate substantiation.

Sealed Container. An unopened package or shipping container of items which has been closed or sealed after verification, inspection, and/or acceptance of the contents by a maintenance, supply, or procurement inspector.

Security Assistance Program. The US program for providing security assistance (SA) under the Foreign Assistance Act of 1961 as distinct from economic aid and other programs authorized by the Act.

Security Assistance Program Property. That materiel, equipment, and supplies (other than materiel, equipment, and supplies sold under the Foreign Military Sales Program) charged to SA program appropriations and furnished to eligible countries or transferred to authorized stockpiles under the provisions of the Foreign Assistance Act of 1961, as amended, or previous similar statutory authorities.

Semiactive Item. A potentially inactive federal stock numbered item of supply which must be retained because stocks of the item are in use or on hand below the wholesale level. **NOTE:** Item is not currently stocked at the wholesale level nor is future wholesale stockage authorized.

Senior Lodger. The civilian airline appointed by AMC to be responsible for Civil Reserve Air Fleet (CRAF) services on a contractual basis at a given station, including, but not limited to storage, maintenance, issue, reporting, and accounting for CRAF property.

Serialized Program Article. An item selected for serial number control. These items, selected by the provisioning teams, normally include modules or black boxes, and end items of SE.

Service Storage Facility (SSF). An organization within the CONUS that has facilities for the storage of nuclear weapons.

Serviceable. An item in new or used condition suitable for issue and use as originally intended.

Service, Free. Any service (personal, contractual, or functional) performed without charge to the fund or fund subdivision which finances the serviced activity. It is financed under some other fund or fund subdivision by some other agency or activity.

Shakedown. A phase during which the missile weapon system is tried out and subjected to operating conditions to gain efficiency handling and to become familiar with its feature and peculiarities.

SHAPE. Supreme Headquarters Allied Powers in Europe.

Shelf Life. That period of time during which an item can remain unused in storage before being reconditioned or condemned.

Shipment Document Release and Control (SDR&C) System. An ADPE operation which provides for preparation of shipping documentation and establishes and maintains an ADPE suspense of shipments directed by ALC stock control and distribution systems.

Shipping Document. An authenticated form evidencing shipment or issue from the shipping installation to an authorized receiver. This form contains a minimum for each item shipped or issued, the quantity, unit of issue, unit price, and amount (see release/receipt document).

Shipping Officer. Officer accountable for property being shipped, in most cases the consignor.

Shipping Space. The gross area used to assemble materiel pending its loading for shipment.

Short Tour of Active Duty. A tour of active duty for training for maintaining unit of individual proficiency. Short tours will be of 15 consecutive days duration, including travel time.

Showdown Storage List. A list indicating shortages in the supplies authorized an organization at time of receipt of warning orders directing future movement of the organization to a POE for overseas destination.

Slow Build-up Policy. When the configuration of the end item is firm, the policy of provisioning spares in quantity for inventory.

Source Data. Supply tables, equipment authorization documents, special lists of items, the Grant Aid Materiel Program, etc.

Source Document. An original document containing information which has been keypunched into a computer input card, (DD Form 250).

Source Materiel. Any materiel determined by ERDA to be peculiarly essential to the production of fissionable materiel.

Source of Supply, Initial. The first designated supply point to which requisitions are sent for supply or for approval and necessary action toward supply.

Source of Supply, Secondary. Any source of supply within an established supply system other than the initial source of supply to which a demand for materiel has been forwarded.

Spare Part. Any part, component, or subassembly required for the maintenance and repair of major items.

Spares.

1. NOAM Spares. Spare parts for training weapons and operational support equipment.
2. NOWR Spares. Spares provided for the maintenance of a given number of WR weapons of a specific type.

Special Allowance. An allowance for an item for which the requirement is peculiar to a single unit, or a limited number of units, and does not warrant inclusion in an allowance document. Special allowances will be granted by applicable AFMC allowance document monitors or HQ USAF.

Special Measurement Clothing. Clothing of standard design and materiel, tailored to the measurement of an individual for whom no standard tariff item will provide proper fit. This clothing is provided through the AF clothing store.

Special Measurement Footwear. Standard type footwear manufactured for an individual to whom no regular tariff size shoe can be fitted. Special measurement footwear (excluding orthopedic footwear) is provided through the AF clothing store.

Special Preparation Overseas Movement Requisitions. Those requisitions prepared by the base supply officer to obtain supplies and equipment which are required by the AF organization being deployed to foreign assignment.

Special Projects. Projects or programs directed by HQ USAF and/or other major commands. Materiel required in support of special projects may include installed equipment for new construction programs, security items held for numbered commands, HQ USAF controlled units, or other special requirements where separate identity of materiel is considered necessary. Without exception, the AF command directing the establishment of a special project or program will ensure compliance with the current HQ USAF program document (classified) with respect to precedence rating and FAD assignments (see precedence rating).

Special Requirements. Those requirements which are not specifically authorized by any HQ USAF or AFMC publication and which require the approval of HQ AFMC or HQ USAF. Test and demonstration items are included in this category.

Special Tour of Active Duty. A tour of active duty for maintaining or increasing the proficiency of an individual or for the convenience of the government. Such tour of active duty may be of not more than 90 days duration.

Special Training Devices Program (STDP). A classified document prescribing items of major training devices for which HQ USAF retains responsibility for control, allocation, and procurement computations (TA 014).

Standard COMSEC Facility Equipment List (SCFEL). A list of communications security (COMSEC) equipment comprising a standard COMSEC facility.

Standard Delivery Date (SDD). The maximum standard terminal date for O&ST normally required for the logistics system to effect delivery to a consignee (chapter 24).

Standard Facility Equipment List (SFEL). A list of major and minor items comprising a standard CEM facility. Each SFEL is assigned a designator to denote functional aspects and provide identity reference. The description and configuration of each SFEL is contained in TO 31Z-3-10-1.

Standard Maintenance Allowance. The monthly cash payment airmen are entitled to beginning with the 37th month of continuous active duty for purchase and/or repair of personal clothing.

Standby Item.

1. An item of supply which does not otherwise qualify for a quantitative level but on which a quantity is required to meet emergencies involving the operation of essential local facilities, health, or the protection of personnel or property.
2. An item of supply considered by base civil engineers to be vital to continued base operations in case of any emergency.

Statement of Charges. DD Form 362, "Statement of Charge for Government Property Lost, Damaged or Destroyed," is the form used when an airman or civilian, of their own volition, admit pecuniary liability for loss, damage, or destruction of public property.

Station Set. Minimum requirements of mission-type equipment for support of wartime operations under austere conditions. Station sets are designated for prepositioning at forward bases to either supplement materiel assets at existing operating bases or to constitute the source of assets at stand-by bases.

Status Codes. A coding structure for transmitting status data from the materiel manager and/or supply source to the creator of a requisition or the consignee. These codes are the opposite of advice codes in that directional flow is reversed.

Status Data, Requisition. This term has reference to data furnished by materiel managers signifying action taken or being taken on a specific requisition. Types of status data are as follows:

1. Exception status.
2. One hundred percent supply status.
3. Shipment status.
4. Shipment detail. Furnished only to Army overseas supply agencies for shipments to Army overseas activities.

Stock Control Retention Card. A stock control retention card is a PCAM card used to record category III item data required to maintain minimum control of these items when utilizing the optional category III item issue and shipment procedure prescribed in volume 3, part 1, chapter 5. This card will normally contain basic item data and those account codes for which shipment action is authorized. Other item data to be maintained will be at local discretion.

Stock, Due-In. The quantity of a materiel item expected to be received under outstanding procuring and requisitioning instruments, and quantity expected from other sources such as transfer, reclamation, and recovery.

Stock, Due-Out. The quantity of a materiel item requisitioned by ordering activities which is not immediately available for issue but which is recorded as a stock commitment for future issue.

Stock Fund. A stock fund is a revolving fund established to finance inventories of supplies and other stores. It is authorized by specific provision of law to finance a continuing cycle of operations, with receipts derived from such operations available in their entirety for use by the fund without further action by Congress.

Stock Fund Division Accounting and Finance Office. The Division Accounting and Finance Office (DAFO), San Antonio ALC is the accounting and finance organization of the AFMC which has been designated by HQ USAF to function as the central office of the Fuels Division, AF Stock Fund.

Stock Fund Manager. The term "stock fund manager" hereinafter referred to in part 3, chapter 1, is synonymous with the "director of aerospace fuels," San Antonio ALC.

Stock Item. An item of AF, DLA, or other services purchased supplies or equipment for which a property accounting record is maintained.

Stock Number. The stock number identifies a part for requisitioning, storage, identifying the manufacturer, and/or origin in number. Types of stock numbers are included in part 4, chapter 1, attachment 1A-5.

Stockpile. Nuclear weapons, major assemblies, and nuclear components of war readiness quality, either in ERDA or DoD custody.

Stock Record Account. A HQ USAF prescribed numbered record of transactions of property subject to audit (part 2, chapter 1). All stock record accounts are assigned an official AF number by HQ AFMC and are maintained by an accountable supply officer.

Stockroom. A section or room within a warehouse. Stockrooms are normally established to segregate supplies by commodity class to expedite service, prevent pilferage, provide special storage features for specific items, and identify storage areas in connection with the stock location system (location symbols).

Stockroom Designation. A one-position alphabetical code assigned to each established stockroom.

Storage and Distribution Points (SDP). AFMC or other DoD activity selected by an IMS to perform storage and distribution services within a designated geographical area. The depot facility at which the IMS is located is included in this definition.

Storage Blocks. The floor area utilized to store solid blocks of supplies bounded by aisles and/or walls.

Storage Inspection (Maintenance Procedure). A continuing program of nondestructive tests on nuclear weapon components, performed periodically and on special occasions, to ensure that all components will function within technical order requirements.

Storage Inventory Variance. The change in volume gain (loss) caused by fluctuation in temperature and/or by evaporation due to inherent peculiarities related to the storage of aviation fuels.

Storage Package Box. A package or box containing items in uniform quantities determined by the nature of the item, the quantity on hand, and the usual amount of issue at one time.

Storage Space. Space designated or used for the storage of materiel, equipment, or supplies.

Storage Unit. An individual cabinet or series of cabinets, tiers of a bin, row, etc. When storage units are placed back to back, each side will be considered a storage unit.

Storing Command. The major command having command jurisdiction over a base at which authorized RSPs are prepositioned.

Strategic Missile. A missile employed in the strategic mission. Strategic missiles will be designated with the prefix "PGM" followed by a numerical designator. For example: PGM-17A.

Strike Organization. The organization responsible for the delivery and employment of a weapon on a combat target.

Subassembly. A unit or element of a major assembly consisting of two or more separate parts assembled together.

Subfamily Code. A code developed within ADPC to group items which are completely interchangeable into separate subfamilies and will sequence such groups in ascending order based on total number of applications, considering serial effectivity within program articles.

Subgroup. A group of items within an I&S group which are interchangeable. All items in any subgroup must be interchangeable and assigned the same group code.

Substitute Item. When two or more items possess such functional and physical characteristics as to be capable of being exchanged only under certain conditions or particular application and without alterations of the items themselves, or of adjoining items, they are substitute items. This includes the old definitions of one way interchangeability, such as item B can be used in all applications for item A, but item A cannot be used in all applications requiring item B. Substitutions are reflected in I&S grouping stock list and USAF federal supply catalogs.

Supplemental Mandatory Clothing Items. Specific items prescribed in AFR 39-23 for airmen entitled to the special supplemental clothing items.

Supplies. Raw materiel, commodities, manufactured articles, component parts, assemblies and units or equipment procured, stored, or issued for or by the Chief of Staff, USAF, which have not become real property or been installed. Supplies are classified and coded to indicate expendability, recoverability, reparability, and category.

Supply Directives. Requisitions created by management, under proper authority, upon accountable activities in the supply distribution system with whom such management is directly associated and responsible to, for shipment of materiel to customers, without the necessity of having customers create requisitions.

Supply Document. An authorized property accounting paper or card from which when properly accomplished, must be filed for subsequent inspection and/or audit in order to reflect and support the receipt, shipment, issue, transfer, adjustment, or any other disposition of property by a person or activity required by regulations to maintain a formal or an informal record of such transactions.

Supply Officer. A depot, base, unit, or other designated property officer. The context in which it appears should be the governing factor in understanding the use of the term.

Supply Status Codes. A series of codes established and used to indicate status of an item; that is, centrally managed, decentralized for local purchase, or decontrolled to the requiring service.

Supply Support Request. A request submitted by an activity responsible for supporting an end item being provisioned to a materiel manager which manages some of the support items or is a potential manager of new support items used in the end item.

Supply Table. A recommended list of spare parts, supplies, or components required to provide initial working stock for a given increment of a particular subsystem of equipment for a predetermined period of time based on wartime utilization rates. The supply table quantities will be equal to the overall base stockage objectives for the applicable end item.

Supply Table Prodpak. Contains only the peculiar items required for maintenance of a specific series of subsystem or equipment within a designated type and model. When a new series of subsystem or equipment within a type or model is produced wherein the total range of spare parts of the basic table are not applicable to all series of the subsystem or equipment, the supply table will be reduced and a prodpak will be prepared for the spares peculiar to each series of subsystem or equipment.

Support Equipment (SE). All items and quantities of organizational equipment required for support of units not programmed for deployment by the war plans, and those items and quantities that are required in addition to mobility equipment by combat or combat support type units having a programmed movement in the event of an emergency of wartime situation.

Support, Interservice. Action by one military service or agency to provide logistical and/or administrative support to another military service or agency for a specified period of time.

Suspended Ammunition. Items that have been withdrawn temporarily or permanently from issue and use because they are either known to be, or are suspected of being unsafe or otherwise defective.

System Designator Code (SDC). A two-digit numeric code assigned by HQ AFMC to selected weapon systems. These codes are listed in part 4, chapter 1, attachment 1A-39, under type of support "D" and will be used by SSMs, IMSs, and bases to identify, control, segregate materiel and process weapon system requisitions, maintain supply records, materiel, reports, and related transaction documents.

System Entry Date (SED). The date of NSN assignment by the DLSC.

System for Tools and Equipment Management (STEM). A system for management of tools and certain equipment items at ALCs.

System Support Manager (SSM). The HQ AFMC designated ALC or the individual appointed to ensure that logistic actions within AFMC are in consonance with functions to perform system program objectives and support requirements of commands that will use the system.

Table of Allowance (T/A). An equipment allowance document which prescribes basic allowances of organizational equipment, and provides the control to develop, revise, or change EAID.

Tailored List of Base Spares (TLOBS). List of NOWR items required by the operations storage sites as initial stock to support a specific number of weapons for a given period.

Tailored List of Spares (TOLS). List of NOWR items required by AF storage sites other than operations storage sites as initial stock to support a specific number of weapons for a given period.

Tank Storage Space. Storage space in tanks designated for the storage of supplies other than petroleum products.

Tariff Items. Those sizes of clothing listed in AF supply catalogs. Sizes not listed in supply catalogs are considered nontariff and are the sizes authorized for procurement as special measurement.

Technical Order. An AF publication that gives specific technical directives and information on inspection, storage, operation, modification, and maintenance of given AF items and equipment.

Technical Order Compliance (TOC). That state in which, according to USAF technical order or other military department modification orders, an otherwise serviceable article must be processed by a maintenance activity for the periodic inspection, calibration, test, modification, change, or alteration prior to shipment, issue, or the preparation for initial or continued storage.

Technical Order Kit. A kit consisting of the parts or special tools necessary to use, maintain, or modify a piece of equipment as prescribed in an AF technical order.

Temperature Controlled Storage Space. Storage space in which the temperature is controlled within specified limits.

Temporarily Required Items. An item provided on a loan basis to satisfy a temporary requirement (six months or less).

Tenant Activity. A unit assigned to a command other than the command having operational jurisdiction over the base upon which it is located.

Tenant Unit. An organization or activity of one major command logistically supported by an AF base or activity under the jurisdiction of a different major command.

Test Ammunition. Ammunition and explosive materiel used in the test, development, evaluation of weapons, aircraft, missiles, or ammunition items, or in the development of new tactics and techniques.

Test Support Table. A listing of items determined, on a coordinated basis, by the prime contractor, SSM, and Air Proving Ground Center or testing agency and applicable IMSs, necessary for the support throughout an AF predetermined test phase program, encompassing research, development, and/or employment and suitability testing period for weapons systems accepted by the AF minimum quantities not to exceed base levels of test support table items for test weapons system will be supplied to test sites. Balance of materiel for test phase and operations programs will be stocked at WSSS. Test support tables will be revised by the SSM based on test support data through coordination, when required with the respective IMS, major commands involved, and prime contractor. **NOTE:** Materiel listed in parts II and III of test support table, which is supplied in support of bailment as GFP to a contractor charged with an AF weapon system test phase program, will be processed as described in current FAR, appendix B, and supply appendages to applicable contracts.

Theater Accounting and Finance Offices. These accounting and finance offices have been established in USAFE, and PACAF to perform certain stock fund accounting and finance functions within these theaters which have been delegated by the division accounting and finance office, primarily for geographical reasons.

Theater Ammunition Control Point. An AF activity located within an overseas theater which controls the distribution, requisitioning, and expenditure of ammunition.

T-Items. Special equipment used to test or monitor nuclear components, major assemblies, other pieces of equipment installed in the nuclear weapons carrier vehicles, or complete weapons.

To Accompany Troops. Equipment which accompanies the unit or unit personnel to the POE.

Tool Issue Center (TIC). A function operated by the chief of supply for issue of tools and equipment authorized and required by individual specialists.

Tool Issue Center/Individual Equipment Items. Items considered essential by the chief of supply to ensure efficient operation of the TIC/individual equipment unit.

Training Ammunition. Ammunition and explosive materiel required specifically for the initial training and subsequent maintenance of proficiency of personnel (AFR 50-41).

Transferable-Nonreimbursable Stock. The quantity of an item on hand in inventory under the control of an IMS which exceeds the quantity determined to be classified within the category transferable reimbursable stock. Transferable nonreimbursable stock includes materiel for which the IMS has terminated accountability to the Defense Reutilization and Marketing Office (DRMO) activity.

Transferable-Reimbursable Stock. The quantity of an item under the control of an IMS which is held to meet the sum of:

1. Peacetime force materiel requirements through the budget year and procurement lead times. This includes requirements for all quantities of items computed under economic order principles and formulas.
2. Mobilization reserve materiel requirement (to include that materiel authorized under project (AF-GEN-1-50 OPR) required to meet the total RSP requirement).
3. Materiel acquired for SA program as a result of specifically stated SA program requirements or requirements computations which used program force-level data.
4. Stocks of technical items which are completely out of production DoD-wide for which new production facilities would have to be established for replenishment to the extent that valid requirements exist but not to exceed five years at peacetime consumption replacement rates or the sum of paragraphs 1 and 2, whichever is the greater. This provision will apply only to items originally procured in quantity to support programmed life requirements.

Transferable Retention Stocks. The quantity of an item which is indicated on the records of an ICP as being available for transfer on a nonreimbursable basis to fill higher priority requirements of another IMS.

Transit Shed. A building to protect supplies from weather during loading and unloading.

Transportation, First Destination. That transportation which is required to effect the delivery of materiel from a procurement source outside the DoD supply system to the first point of use or storage for subsequent distribution within the AF supply system. It includes the charges for freight cartage and demurrage incurred incident to shipment of materiel.

Transportation Officer. The person appointed or designated by the commander of a military activity to perform traffic management functions as outlined in chapter 1, AFR 75-1, and chapter 104, AFR 75-2.

Transportation Packaging Order. Detailed instructions for constructing containers to protect items which require special preservation, packaging, and packing.

Transportation, Second Destination. Any transportation, other than first destination transportation, including port handling charges, charges for freight, cartage, demurrage, and other charges incurred incident to shipment of AF property.

Turnaround Time (Materiel). The interval between the time an end item, weapon, or an unserviceable (reparable) item of supply is removed from use and the time it is available for reissue in a serviceable condition.

Turn-in Document. A form used by an organization or individual to turn in supplies to a base supply officer, unit supply officer, disposal officer, as appropriate, or production control officer. DD Form 1150, "Request for Issue or Turn-In," is used for this purpose, except as otherwise specifically authorized.

Type Transaction Code. An alpha code assigned to local transactions used to relate and identify category of items and/or customers.

Unauthorized Item. An item which is not authorized for storage and issue in accordance with appropriate allowance tables.

Uniform Materiel Movement and Issue Priority System (UMMIPS). DoDD 4410.6 (UMMIPS) establishes provisions applicable to the requisitioning, issue and movement of all materiel managed by all DoD components and, through agreement, to materiel supplied to DoD components by GSA (chapter 24).

Unimproved Open Storage Space. An unsurfaced open area designated for storage purposes.

Unit. An AF organizational entity such as wing, squadron, detachment, etc.

United States. The 50 states and the District of Columbia.

United States Property and Fiscal Officer (USPFO). Army National Guard or ANG officer assigned in an active duty status to the appropriate State National Guard Headquarters to receipt and account for all federal funds and property in the possession of the units assigned each state.

Unit of Equipment. The number of guided missiles assigned to a squadron to perform its mission.

Unit of Equipment in Dead Storage. The number of missiles packaged and available for assembly or stored in assembled condition.

Unit of Equipment in Ready Alert or Ready-to-Launch. The number of missiles maintained in operation condition for launching in first strike capability.

Unit of Equipment in Ready Storage. The number of guided missiles checked out periodically and available for replenishment purposes in performance of the squadron's mission.

Unit of Issue. Denotes the physical measurement, count, or when neither is applicable, the container or shape of an item for requisitioning by and issue to the end-user, and is that element of management data to which the unit price is ascribed.

Unit Kind Code (UKC). A numerical designation for the functional identification of Air Force and AF logistically supported organizations.

Unit Manning Document (UMD). A unit manning document is a major command approved document listing total unit personnel authorizations for a designated unit.

Unit of Measure. Denotes a recognizable physical measurement (length, volume, weight) or count of an item; that is, foot, gallon, pound, each, dozen, gross, etc.

Unit Pack. The package or shipping container which contains one or more unit package(s) or unit(s) of issue. The pack is normally reinforced or incased in an exterior shipping container by the vendor, and the unit package(s) or unit(s) of issue are assembled therein in such a manner as to permit shipping and distribution without further requirement for additional cushioning or wrapping.

Unit Package. The first tie, wrap, or container applied to a single item or a quantity thereof, or to a group of items of a single stock number, preserved or unpreserved, which constitutes a complete or identified package, and represents a single unit of issue.

Unserviceable (Reparable). An item in a condition unfit for use but which can be restored to a serviceable condition after repair, rework, or overhaul. This condition includes items requiring calibration, test, modification, assembly, or the addition of components.

Unserviceable Ammunition and Explosive Materiel. Items which, because of deterioration, faulty manufacture, malfunctions, etc., cannot be safely and effectively used for their intended purpose.

Unsuitable Items. Items which no longer meet the qualitative requirements of the Air Force, including items identified for SA program use only. Normally, items placed in this category are disposal (DSP) items that have been replaced by a more suitable or improved item which is currently available in the supply system. When an unsuitable item is changed to a non-pub status, it will be deleted from the I&S group. Reference numbers will not be included in the I&S group to identify unsuitable items.

Urgency of Need Designator (UND). Signifies the degree of urgency and/or conditions that cause the initiation of requisitions. UNDs represent one of two basic factors that must be considered by requisitioners when determining the issue priority entry in MILSTRIP requisitions (force/activity designator) (chapter 24).

USAF Ammunition Control Point. An AF activity responsible for worldwide control of ammunition. Ogden ALC is the assigned control point of all ammunition.

USAF Equipment Data Bank. An automatic data processing facility located at Sacramento ALC designed as a central receiving, processing, repository for all authorized and in-use equipment records (Volume 4, part 1).

Using Activity. An organization or element of an organization which requests or receives materiel from base supply officer or equivalent.

Using Command. The major command responsible for emergency employment of the forces for whose use RSPs are authorized.

Using Command Information File (optional). An information file provided by the storing EMO and maintained by the using command CEMO which reflects RSPs and JU equipment authorized and in place to support that command's wartime additive mission.

US Possessions. The Canal Zone, Guam, Mariannas, Marshall and Caroline Islands, Wake and Johnston Islands, the Commonwealth of Puerto Rico, American Samoa, and the Virgin Islands.

Utilization. To turn to profitable account assets of DoD not otherwise required.

Vault Storage Space. Storage space in a specially constructed nonportable structure for storage of materiel requiring maximum protection against pilferage or destruction.

Vendor. An individual, partnership, corporation, or other agency which sells property to the military establishment. A vendor may be a supply contractor.

Voucher (Noun). A paper or set of papers that serves to confirm or vouch for the validity of an account, record, or fact. Vouchers are used as evidence of cash disbursements and as authority for cash disbursements.

War Consumables Distribution Objectives (WCDO). WCDO is a classified document authorized by AFR 400-24 for publication and distribution by HQ AFMC to reflect the distribution objectives for prestocking and prepositioning equipment and supplies at bases and depots worldwide as projected in USAF Program Documents.

Warehouse. A building designated for storage purposes and constructed with complete side and end walls. Warehouses may be of one or more stories.

Warning Orders. An order issued through command channels to notify the commands concerned that a unit is alerted for movement overseas. Warning orders do not provide for the actual movement of personnel and equipment but to be taken with the organization from the base, and other special information essential to the movement of the organization.

War Planning Series (WPS) Document. A series of war planning documents issued by HQ USAF under D-dates of 1 January and 1 July, which generate the requirements to be computed by AFMC in developing war consumable prestocking and prepositioning objectives. More specifically, WCDOs published on or about 15 May of each year are based on that portion of the WPS document bearing a 1 January D-day of the following

year, WCDOs published on or about 15 November of each year are based on that portion of the WPS document bearing a 1 July D-date of that following year.

War Reserve Materiel (WRM), according to AFR 400-24. (Also see Readiness Spares Package.) That materiel required to augment peacetime assets to completely support forces, missions, and activities reflected in USAF war plans.

1. Sustainability Level: Spares and repair parts required to augment readiness level and sustain wartime operations until the point when rate of industrial production of assets meets total war needs. The sustainability level will be prestocked in the CONUS by HQ AFMC. Prestocked assets will be considered as available to meet peacetime needs and act as an offset to readiness buy requirements. (formerly OWRM.)
2. WCDO: Prepositioned consumable items required to support OPLAN taskings. Major categories of consumables are nonnuclear munitions, TRAP, POL, other energy commodities, aircraft guns and barrels, nonpyrotechnic chaff, dropsondes, film, photo processing chemicals, fire fighting agents, civil engineering repair and construction materiel, and rations.
3. WPARR (War Plans Additive Requirements Report): Prepositioned WRM equipment and vehicles authorized through a WRM Table of Allowance.
4. Fuels Mobility Support Equipment.
5. TRAP.
6. Bare Base: Harvest Bare, Harvest Eagle, and Harvest Falcon air transportable packages designed to give minimum essential troop housing facilities and operations support.
7. Housekeeping Sets.
8. NATO Prepositioning Procurement Packages.
9. WASP (Wartime Additive Spares Packages). Budget code 1 and 9 (XB and XF) spares packages authorized by individual major commands to support WRM equipment packages.
10. Individual clothing, equipment, weapons, and ammunition.
11. Subsistence.
12. Medical.

Wartime Additive Mission. A USAF war plan mission which is in addition to a base's peacetime mission.

Waste Materiel. Waste and refuse materiel which may have potential sales value, including, but not limited to, garbage, trap grease, bones, metal trimmings, cooked grease, corrugated kraft cardboard, and other types of waste paper.

Weapon Control Officer. The individual who is responsible for and in charge of the nuclear weapon after it has been released for tactical employment.

Weapons.

1. E&ST. Weapons transferred to the DoD according to special arrangements for service evaluation with a given system of delivery to a selected target. Such weapons may be either prototype or production models.
2. Training. Weapons, generally inert, transferred to DoD for instructional purposes.
3. WR. Stockpile weapons of war reserve quality that are in ERDA and/or DoD custody.

Weapon System. A composite of equipment, skills, and techniques that forms an instrument of combat which usually, but not necessarily, has an air vehicle as its major operation element. The complete weapon system includes all related equipment, materiel, services, and personnel required solely for the operation of the air vehicle, or other major elements of the system, so that the instrument of combat becomes a self-sufficient unit of striking power in its intended operational environment.

Weapon System Control Point (WSCP). The organization within an ALC designated to accomplish support functions (section 15B, chapter 15). WSCP support responsibilities are limited to those required in support of selected aircraft performing overseas scheduled rotations and emergency deployments.

Weapon System Depot Supply Activity. The base supply activity responsible for logistical supply support to affected organizations conducting approved phase testing of AF accepted weapon systems.

Weapon System Items. As used in volume 2, part 1, chapter 12, reportable items that are stocked by the base in support of an assigned weapon system.

Weapon System Logistic Officer (WSLO). An individual selected by the SPD and placed at an operational base to represent the SPM and assist the support base and user activities in resolving logistic support problems related to the weapon system(s).

Weapon System Stock List (WSSL). A stock list which reflects the full range of items authorized for aggregation in weapon system storage sites and under the distribution control of SPDs for support of a weapon system.

Weapon System Storage Site (WSSS). The activity or location selected by the SPD and approved by HQ AFMC/LGS to perform receipt, storage, and issue functions for the range of items aggregated in support of a weapon system.

Weapon System Support Center (WSSC). The AFMC activity assigned storage responsibilities and functions (chapter 15, section 15C). The WSSC will receive, store, and issue materiel required to support aircraft performing overseas scheduled rotations and emergency deployments.

Work Stoppage. This term signifies that parts and/or materiel are required immediately to prevent work stoppage at authorized base, depot, and contractor overhaul or repair facilities.

WRM Composition Code Identification Listing (WRM VII-1). A security classified listing of four position alpha-numeric codes which identify allowances applicable to specific wartime additive missions. WRM VII-1 is published by AFMC bare base.

WRM Reporting.

1. Reporting base. A base that actually reports the status of RSP assets. Such reporting may be in support of the wartime additive mission at the reporting base or in support of the wartime additive mission at another base. Normally reporting base/host base/storing base are synonymous.
2. Reporting command. The command having jurisdiction over the reporting base. The reporting command for each base is reflected on each base page in the WCDO document.
3. Base of planned use. A base which has a wartime additive mission as reflected in appendix D, USAF war plan, and also has a RSP prepositioning requirement as reflected in the WCDO document.

Attachment 1A-2
CLASSES OF SUPPLY

1A2.1. Classes of Supply.**Table 1A2.1. Classes of Supply.**

Class	Major Classification	Subclassification (See Note 1)
I	Subsistence	A -- Air (in-flight rations) B -- Refrigerated subsistence S -- Nonrefrigerated subsistence (less combat rations) C -- Combat rations (see Note 2)
II	Clothing, individual equipment, tentage, organizational tool sets, and tool kits, hand tools, administrative and housekeeping supplies and equipment.	B -- Ground support materiel (see Note 3) E -- General supplies F -- Clothing and textiles M -- Weapons T -- Industrial supplies (see Note 4)
III	POL. Petroleum fuels, lubricants, hydraulic and insulating oils, preservatives, liquid and compressed gasses, bulk chemical products, coolants, de-icing and antifreeze compounds, together with components and additives of such products, and coal.	A -- Air W -- Ground (surface)
IV	Construction. Construction material to include installed equipment, and all fortification/barrier material.	
V	Ammunition. Ammunition of all types (including chemical, biological, radiological, and special weapons), bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and other associated items.	A -- Air W -- Ground
VI	Personal demand items (nonmilitary sales items)	
VII	Major end items. A final combination of end products which is ready for its intended use; such as, launchers, tanks, mobile machine shop, vehicles.	A -- Air B -- Ground support materiel (see Note 3) D -- Administrative vehicles (see Note 5) G -- Electronics K -- Tactical vehicles L -- Missiles M -- Weapons N -- Special weapons

VIII	Medical materiel including medical peculiar repair parts.	
IX	Repair parts (less medical peculiar repair parts). All repair parts and components to include kits, assemblies, and subassemblies, reparable and nonreparable, required for maintenance support of all equipment.	A – Air B -- Ground support materiel (see Note 3) D -- Administrative vehicles (see Note 5) G – Electronics K -- Tactical vehicles L – Missiles M – Weapons N -- Special weapons T -- Industrial supplies (see Note 4)
X	Materiel to support nonmilitary programs; that is, agricultural and economic development (not included in Classes I - IX).	

NOTE:

1. The alpha code for subclassification of classes II, VII, and IX represents materiel category designators used in supply management, with the exception of "A" (Air) which is used throughout all classes of supply, as applicable. Alpha codes not utilized as materiel category designators have been assigned to the subclassifications for classes I, III, and V. The subclassification materiel designators ("A" through "T") may be used in combination with the designated subclassifications, when appropriate and if desired, to further definitize a portion of a class of supply for planning purposes; that is, use of class V "AL" to designate ammunition, air missile. Additional codes may be utilized by the services to satisfy a specific requirement; for example, to designate reparable or nonreparable, high dollar items, or for other selective management purposes. This additional permissive coding is to be utilized in lieu of that designated for the major classification and subclassifications.
2. Includes gratuitous health and welfare items.
3. Includes power generators and construction, barrier, bridging, fire fighting, petroleum, and mapping equipment.
4. Includes bearings, block and tackle, cable, chain, wire rope, screws, bolts, studs, steel rods, plates, and bars.
5. Commercial vehicles utilized in administrative motor pools.

Attachment 1B-1
RESERVED

Attachment 1C-1**CHECKLIST--BASE SUPPLY OFFICER****1C1.1. Checklist-Base Supply Officer.**

1. Is consolidated base supply organized as directed in section 1B?
2. Is a diagrammatic plan of the supply organization maintained in the base supply office?
3. Is the chief of supply (COS) familiar with and supervising and coordinating the functions of all activities within base supply?
4. Has the COS delegated sufficient authority to subordinates making the most time available to devote to interdivisional affairs?
5. Are frequent spot checks of stock levels and reorder points made to determine their accuracy?
6. Are all losses of property investigated with a view toward establishing more suitable safe-guards such as use of lock, rotation of locks, screening of windows installation of a perimeter fence, and increase of interior guard?
7. Is coordination being effected with activities which have a direct bearing on the efficiency of base supply, such as, the maintenance activity, reclamation, etc.?
8. Is the COS coordinating and cooperating with tenant organizations, such as AACS, Air Weather Service, and Air Reserve with a view toward establishing and maintaining stock requirements for the type of equipment required by these organizations?
9. Does the COS personally make periodic inspections of bench stocks and repair cycle supply points?
10. Does the COS spot check bench stock and repair cycle listings?
11. Does the COS maintain liaison with the respective maintenance officers relative to the maintenance and operation of bench stock and repair cycle supply points?
12. Does the COS personally review the base service store (BSS) operations? Does the COS spot check BSS stock levels?
13. Is the COS familiar with the inventory segmentation process and are available asset and dollar data reports being utilized?
14. Does the COS show initiative in settling problems, recommending changes and improvements?
15. Is the COS sufficiently concerned with the welfare, morale, and working and living conditions of the assigned personnel?
16. Does the COS take prompt and forceful action to correct deficiencies identified in inspections, staff visits, and field visit reports?
17. Does the COS ascertain that all base supply personnel are properly assigned to their jobs and that training is being conducted where necessary?
18. Does the COS maintain a schedule which will enable a visit to each operating section in base supply at least once each week?
19. Is the COS supplied with latest programming data by the staff to permit anticipation of supply workloads due to changes in aircraft, activation or inactivation of new units, increases in base personnel, and flying hours?

20. Is the COS familiar with the management information provided in the base supply activity report and is the information being utilized?
21. Are frequent visits made to each supply activity on the base?
22. Are deficiencies and difficulties of a continuing nature, which cannot be corrected at base level, being brought to the attention of higher authority?
23. Is coordination being effected with civil engineer activities?
24. Is the COS familiar with the operation of the ADPS electronic inventory control system?
25. Does the COS insist upon strict compliance by operating personnel with the USAF standard ADPS specifications?

Attachment 1C-2

CHECKLIST--ADMINISTRATION**1C2.1. Checklist-Administration.**

1. Are new personnel being assigned duties in this unit before they are fully indoctrinated into the functions of the unit, and the relationship of the unit to other units in the base supply activity?
2. Do all personnel presently assigned thoroughly understand their individual responsibility?
3. Is on-the-job training being given to the personnel assigned and is their work closely supervised?
4. Are personnel cross-trained and rotated in the different duties within the unit?
5. Are all personnel encouraged to submit suggestions that will save time, motion, and improve present procedures and are these suggestions for their action?
6. Are all records maintained evaluated with a view toward obtaining the same data from an-other source or the possibility of completely eliminating the record?
7. Has forms control been established to provide an adequate supply of forms used in base supply activities at all times to ensure against a work stoppage?
8. Have schedules been established for issuing supplies to organizations and are these schedules being followed?
9. Are lists of personnel authorized to receipt for supplies being maintained and are they current?
10. Are personnel records current?
11. Are reports of survey prepared when required and processed promptly?
12. Are current and complete files of all regulations, circulars, instructions, manuals, and directives necessary to properly administer the functions of base supply, being maintained in a current status?
13. Do the offices of base supply present a neat uncluttered appearance?
14. Are copies of previous audit reports on file?
15. Do files of past air inspectors reports indicate all items requiring action have been cleared?
16. Personnel analysis:
 - a. Experience level evaluated and summarized?
 - b. Turn-over rate show unfavorable trend?
 - c. Time on station and time remaining on tour evaluated to forecast replacement requirements?
17. Is an absentee report prepared for base supply officer?
18. Has a reports control been installed to ensure accuracy in reporting and prompt submission of all reports?
19. Do charts in control room reflect trends?
20. Is a correspondence control maintained?
21. Is messenger service timely and adequate?
22. Is a suggestions and awards program operating satisfactorily?

AFMAN23-110V1P1

- 23. Is the historical account up to date?
- 24. Is the base supply report utilized?

Attachment 1C-3**CHECKLIST--MANAGEMENT AND PROCEDURES OFFICE****1C3.1. Checklist-Management and Procedures Office.**

1. Are regular visits made to each unit of the base supply activity to determine the efficiency of the unit?
2. Are supervisory personnel continuously exercising the supervision prescribed and required by these check lists?
3. Are noncompliances and deviations from regulations and directives immediately reported to the base supply officer for connective action?
4. Are local procedures in use evaluated to determine that they fulfill a definite requirement?
5. Have local procedures been forwarded to the major command for consolidation and adoption Air Force-wide?
6. Are periodic analyses made to determine manpower and organizational requirements?
7. Are backlogs and bottlenecks evaluated 55 to the cause and the problem as well as, the recommended solution, referred to the base supply officer?
8. Are controls established and a record of progress maintained to ensure prompt completion of projects directed by higher headquarters?
9. Are pertinent directives and changes in procedure brought to the attention of all supervisory personnel concerned?
10. Are personnel shifted to the location in the supply system where the backlog is most acute?
11. Is the adequacy of stock levels verified through periodic spot checks?
12. Is close liaison maintained between the management and procedures officer and the base supply officer?
13. Have the basic principles of management been brought to attention of all supervisors?
14. Is a supply management program in effect?
15. Are units or organizations using subterfuge to draw supplies which are not consumed immediately?
(Hoarding?)

Attachment 1C-4

CHECKLIST--DOCUMENT CONTROL

1C4.1. Checklist-Document Control.

1. Is access to the document files restricted to the minimum number of personnel?
2. Does the supervisor periodically check document processing points within the supply operation to determine if documents are flowing through the system satisfactorily?
3. Is the document control system being maintained without deviation or modification?
4. Is prompt action taken to locate missing documents?
5. Is adequate follow-up being maintained to obtain valid copies of reports of survey and inventory adjustments?
6. When documents are removed from file, are charge out sheets being accomplished?
7. Are unsatisfactory document flow conditions brought to the attention of the appropriate supervisor for prompt correction?
8. Are pertinent directives and changes in procedures brought to the attention of all concerned?
9. Is the base supply officer informed when the work in this unit is not current?
10. Is a master document control index maintained for the consolidated account?
11. Is quality control performed before documents are filed?
12. Are individuals or organizations repeatedly delinquent in the preparation of documents reported to higher authority?
13. Are canceled, lost, or missing documents appropriately noted?
14. Are lost document certificates submitted to and signed by the chief of supply?
15. Do canceled documents show reason for cancellation?
16. Are canceled document numbers being reassigned?
17. Are all pages of document register accounted for?
18. Are documents in valid documents file actually valid; check been made recently?
19. What is relationship of missing or lost documents to total processed?
20. What is being done to prevent loss of documents?

Attachment 1C-5
CHECKLIST--INSPECTION

1C5.1. Checklist-Inspection.

1. Are scheduled technical inspections being made of equipment and material in storage to assure continued serviceability and technical order compliance in accordance with directives from higher headquarters?
2. Are current directives being followed in the handling and shipping of firearms and ammunition?
3. Are all incoming technical orders, regulations and other pertinent publications coordinated through the inspection office?
4. Are official files of publications complete and maintained in a current status?
5. Are stock list changes being accomplished in a timely manner?
6. Who monitors stock list changes?
7. Is the identity and condition of items turned in being verified by a certified and or authorized inspector?
8. Is unserviceable (reparable) property received by the base supply officer clearly identified, properly tagged and the reason for repair indicated?
9. Are schedules established to systematically conduct inspections to determine the presence of corrosion, deterioration, obvious damage, etc., of material in storage?
10. Is action being taken to order and complete items that are found to be incomplete?
11. Who monitors and follows up on incomplete items to assure timely completion?
12. Does the authorization, use and control of supply inspectors stamps conform to the provisions of chapter 4 and AFLCR 74-13 (ALCs)?
13. Is the required record of inspectors stamps maintained in a current status?
14. Are required controls established to ensure compliance with prior-to-issue technical order?
15. Are personnel assigned to the inspection of ammunition and hazardous material properly trained and qualified?
16. Are the necessary tools, publications, drawings, etc., readily available to inspectors?
17. Is there an established local training pro-gram for supply inspectors and are personnel being afforded the opportunity to attend established DoD courses relative to the job being performed?
18. Are DD Forms 6, "Packaging Improvement Report," being properly used?
19. Are SFs 364, "Report of Item Discrepancy," being forwarded immediately? Are periodic summaries of deficiencies being prepared, forwarded, and reviewed?
20. Are intercondition transfer actions processed in a timely manner?
21. Are "Referral Orders" pertaining to the shipment of material to MAP, FMS, and Grant Aid countries afforded the mandatory inspection requirement established in applicable directives and the paperwork stamped and/or certified that the inspection has been accomplished?

22. Is AF Form 86, "Request for Cataloging Data/Action," being utilized for submitting information on cataloged items?
23. Is Section II, AF Form 86, being verified and completed?
24. Are critical item (condemn waiver) lists provided and kept current for receiving inspection?
25. Are regularly scheduled inspections being conducted on shelf life material in storage to assure adequate operating levels are maintained by properly updating material (not requiring maintenance action) and condition tagging affected items (TO 00-20K-1)?
26. Are schedules established to inspect material subjected to adverse weather and temperature changes in order to preclude damage due to corrosion, rust, water damage, etc.?
27. Is material requiring corrosion treatment within the scope of supply corrosion control pro-gram properly tagged and scheduled for treatment?
28. Are supply inspectors recording and following up on recurring discrepancies noted on local turn-ins?
29. Are material deficiency reports being initiated according to procedures prescribed in TO 00-35D-54?
30. Is War reserve material (WRM) being checked to:
 - a. Assure material received marked for WRM is provided adequate inspection.
 - b. Assure all items requiring shelf life control are periodically reviewed and exchanged or updated as required?
31. Are munitions (conventional) being properly inspected and handled in accordance with AFM 127-100 and the applicable 11A series technical orders?
32. Are reparable item movement control system (RIMCS) listings periodically verified to as-sure that reparable material is being forwarded to the correct TRC or contractor?
33. Does the AFTO Form 350, "Reparable Item Processing Tag," reflect the reason for removal of assembly and extent of repair required?
34. Are DD Forms 1577-2, "Unserviceable (Reparable) Tag-Material," attached to the item in addition to the AFTO Form 350 upon turn-in to the supply activity for shipment to the technological repair center or contractor (chapter 4)?

Attachment 1C-6**CHECKLIST--PROPERTY ACCOUNTING****1C6.1. Checklist-Property Accounting.**

1. Is action taken to expedite the processing of all overage documents?
2. Are completed documents clearing the stock record units at regular and frequent intervals?
3. Are the oldest transactions processed first-priorities excepted?
4. Are flow charts of paperwork available?
5. Is overtime required to keep current? How frequently?
6. Are pertinent directives and changes in procedures brought to the attention of all concerned?
7. Is there a backlog of unprocessed stock list changes and has the base supply officer been so informed?
8. Is there a backlog of posting in any unit and has the base supply officer been so informed?
9. Is there evidence of unauthorized issues or loan of property?
10. Is a certificate of transfer accomplished upon assumption of duty by a newly assigned base accountable officer?
11. Are the base supply time objectives being accomplished for processing materiel requests?
12. Does the valid document contain, or is there an attached listing of, serial numbers for each firearm issued?
13. Is property found on base promptly entered on base supply records?
14. Are requisitions submitted in accordance with chapter 25?
15. Are requisitions revalidated each 90 days?
16. Are requisitions canceled when the materiel is no longer required?
17. Is status card file maintained in current status?
18. Are all available sources of supply on the base considered prior to submitting emergency requisitions?
19. Are requisitions for controlled items and for quantities above authorized allowances being property channeled?
20. What is the date, FSC, and number of the oldest unprocessed requisition on hand?
21. Are supervisory personnel authorized in writing to review requisitions to ensure that priority designators are consistent with force/activity and urgency of need designators.
22. Have management controls been established to Ensure timely submission of stock replenishment requisitions?
23. Are requisitions submitted in accordance with assigned transmission criteria?
24. What percent of total requisitions submitted are priority?
25. Are current requisitioning and routing instructions for DLA purchased items being followed?
26. Are back order and follow-up procedures being followed?

27. Are property records retained for required period of time and then destroyed?
28. Are the requisitioning and issue procedures being observed?
29. Is stock control information property recorded on the prescribed form?
30. Are due-in/due-out records reconciled?
31. Are back orders canceled when requirements no longer exist?
32. Are stock record cards properly filed?
33. Is AF Form 86, "Request for Cataloging Data/Action," being prepared for nonstock listed (NSL) items?
34. Is a file being maintained for non-NSN items?
35. Are levels of standby items being appropriately approved?
36. Are empty reusable containers appropriately handled?
37. Are special issues of unauthorized items made?
38. Are estimated prices reviewed and cleared?
39. Is the daily transaction control list reviewed daily for unusual and erroneous transactions?
40. Are error correction documents processed promptly?
41. Are repeatedly erroneous codings reviewed to determine the cause?
42. Are all Item balance cards submitted to the statistical services component at the same time to process price changes?
 - a. Is prompt action taken to eliminate credit balances of items?
43. What is the volume of warehouse refusals?
44. Are adjustments to item balance cards made by physical Inventory adjustments when error correction documents are appropriate? Also, is the converse done?
45. Are FIA transaction codes indicated on documents for reimbursable sales and other transactions as locally required?
46. Is the security assistance program intransit suspense file under continual review? Is prompt follow-up action taken on overage items?
47. Are responsible personnel familiar with AF and DoD publications and is the data made available by these publications being utilized?
48. Are price changes as a result of AF standard pricing policy being effected on a timely basis?
49. Are excesses being evaluated to determine causes?
50. Are realistic purchase descriptions developed or obtained for local purchase items prior to submission to procurement?
51. Are part numbered items fully researched through all available reference documents such as cross-reference lists and catalog publications to preclude purchase of stocked items?

Attachment 1C-7**CHECKLIST--BASE SUPPLY PHYSICAL INVENTORY****1C7.1. Checklist-Base Supply Physical Inventory.**

1. Is there a current copy of AFMAN 23-110, volume 1, part 1, chapter 6, available?
2. Does the inventory schedule meet the requirements of chapter 6, as to frequency and coverage?
3. Is the inventory schedule current?
4. Is the base supply officer notified when inventories cannot be completed during the prescribed inventory schedule?
5. Has the schedule been coordinated with records, storage, data services personnel?
6. Does the schedule include dates for document cut off and for notification of interested activities prior to count?
7. Are locations for the same item inventoried simultaneously?
8. Are there procedures for property control during inventory; that is, placing in hold area, posting transactions?
9. Are there adequate procedures for control of count cards, bin cards, issue/receipt documents?
10. Do inventory personnel monitor the Inventory?
11. Are counts verified or are double counts made?
12. Are quality control procedures or spot checks used?
13. Are unused locations deleted and property without count cards established on record?
14. Are percentage accuracy figures substantiated?
15. What steps are taken to reduce percentage of errors and ensure accuracy of inventory?
16. Do procedures prescribe the methods of research for inventory discrepancies?
17. Are due in from maintenance inventory procedures observed?
18. Are inventory adjustment vouchers receiving adequate research before certification is made?
19. Are inventory adjustment vouchers, which are not acceptable to the approving authority, being supported by a report of survey?
20. Is there formal analysis of inventory results and inventory adjustments?

Attachment 1C-8

CHECKLIST--STOCK LEVELS AND REPORTING

1C8.1. Checklist-Stock Levels And Reporting.

1. Are stock control levels, stockage objectives, reorder points, etc., established in accordance with AF stock level policies?
2. Is demand data being used to determine the daily demand rate?
3. Is the repair cycle time (days) used for computing unserviceable (reparable) item stock levels realistic? (Volume 2, part 1, chapter 11.)
4. Are stock levels established on the master item?
5. Have assets and usage been considered on both the master and substitute items when determining stock levels and reorder quantities?
6. Are items found serviceable at bench check and those excess to needs that are returned to supply deducted from the stock level factor (demands)?
7. Are high cost unserviceable (reparable) item stock levels maintained at a minimum consistent with base repair capability?
8. Are additive stock level quantities completely justified; that is, do adequate reasons exist for having a quantity over and above normal demand?
9. Are selected items periodically reviewed to determine if demand rate is realistic based on past usage?
10. Are base stockage objectives for high cost unserviceable (reparable) items consistent with volume 2, part 1, chapter 11?
11. Are items needs anticipated in advance using both past usage data and future program projections?
12. Are items due in from the loans of supply considered as an asset against the gross need?
13. Have war readiness materiel needs and assets been considered when determining item stock levels?
14. Are stock control levels reviewed before each asset and usage report is prepared and submitted to the appropriate item managers?
15. Are standby item quantities periodically reviewed as required by policy?
16. Are pipeline times used for determining pipeline quantity realistic and consistent with management principles of expediting high cost unserviceable (reparable) items?
17. Is all asset and usage data being properly recorded on base supply records to permit accurate stock leveling and stock balance and consumption report preparation?

Attachment 1C-9
CHECKLIST--DISTRIBUTION

1C9.1. Checklist-Distribution.

1. Are oldest transactions processed first - priorities excepted?
2. Is document suspense file maintained?
3. Is document suspense file reviewed each day and action taken to expedite the processing of all overage documents?
4. Are documents securely fastened to issues and shipments being processed?
5. Are completed documents clearing the warehouse promptly?
6. Is all property received in and issued from a warehouse accompanied with a document to which a document number has been assigned?
7. Have all stock locations been validated for all property in storage within the year?
8. Are changes in location of property recorded promptly?
9. Are boxes, crates, cartons, metal containers, and cushioning materiel saved and forwarded to the base packing activity for reuse in processing offbase shipments?
10. Are sensitive and pilferable items being properly stored?
11. Are pertinent directives and changes in procedures brought to the attention of all concerned?
12. Is there a backlog of unprocessed issues and receipts in the warehouse unit and has the base supply officer been so informed?
13. What controls are employed to ensure the prompt return from the designated repair point of reparable materiel which is beyond the scope of local maintenance?
14. Are Occupational Safety and Health Act (OSHA) standards being complied with?
15. Is unserviceable (reparable) materiel afforded adequate protection to prevent further damage?
16. Are security checks made daily?
17. Is a ground safety program in operation?
18. Are fire drills conducted at intervals approved by fire protection?
19. Is good housekeeping maintained and is policing of the warehousing area a routine operation?
20. Are storage layouts clear, comprehensive, and current?
21. Is available floor space efficiently used?
22. Is full utilization being made of attainable cubic space?
23. Are buildings, stockrooms, storage units, bin rows, bins, bin subdivisions, bays, and bay subdivisions assigned locations and marked as prescribed?
24. Is stock stored in an orderly manner so that it may be readily inventoried?
25. Is arrangement of stock in accordance with current instructions?

26. Is only one container of a like item opened for issue purposes?
27. Are supplies properly tagged to reflect identity, condition and status?
28. Are hazardous supplies properly stored?
29. Are precautions taken to eliminate conditions that could start fires?
30. Are serviceable and unserviceable (reparable) supplies assigned separate warehouse locations?
31. Are outside storage areas adequately marked, accessible, and paved when feasible?
32. Are racks and pallets used when necessary to protect stock?
33. Is an active corrosion control program in effect?
34. Are MILSTRIP time standards for receipt and issue processing being met?
35. Are strategic and critical materials stored properly?
36. Are shelf life (dated) items inspected at prescribed intervals and, generally, are the oldest items issued first?
37. Are items which require functional check expeditiously identified to maintenance for scheduling.
38. Are periodic inspections of stocks conducted in accordance with the inspection or review plan recommended in chapter 3, section 6, (care of supplies in storage (COSIS)) DoD 4145.19-R-1 and are they adequately protected and cared for?
39. Is communication-electronics (C-E) scheme materiel received and acknowledged within the prescribed time frame?
40. Are vehicles and materiel handling equipment maintained at a high operational rate (in commission)?
41. Are organizational bench stocks inventoried according to schedule and are deliveries binned promptly?
42. Are shipments and deliveries accomplished within established UMMIPs standards?
43. Is a warehouse or storage aid improvement plan developed or implemented?
44. Has a survey been conducted to assess the potential application of mechanized materiel handling system (MMHS) equipment?
45. Is an on-the-job training plan developed to ensure that personnel attain maximum levels of proficiency and knowledge?
46. Are new or changed stock locations promptly posted to the warehouse locator system?
47. Are warehouse visitor control procedures established?
48. Are items requiring special packaging received, stored and shipped in the proper transportation packing order (TPO) container?
49. Are classified items stored and transported according to DoD 5100.76-M or DoD 5200.1-R (Ant 205-1), whichever is more stringent?
50. Is the proper clearance being maintained between property and fixtures, such as rafters, beams, fire doors, light fixtures, sprinkler system, etc., according to DoD 4145.19-R-1, chapter 6?
51. Are fire extinguishers being maintained at proper distances within the warehouses according to DoD 4145.19-R-1, chapter 6?

- 52. Are radioactive storage areas maintained and surveyed according to TO 00-110N-3?
- 53. Are tires stored in a vertical upright position, standing on their own weight, whenever possible, according to DoD 4145.19-R-1, chapter 5, paragraph 5-617?
- 54. Is the proper level of lighting maintained in all warehouse, stockroom, shed and open storage areas, according to DoD 4145.19-R-1, chapter 6?
- 55. Is the required protective clothing available for handling hazardous property?

Attachment 1C-10
CHECKLIST--RECEIVING

1C10.1. Checklist-Receiving.

1. Is commercial carrier equipment being promptly unloaded to prevent demurrage charges?
2. Is a report of survey initiated when property damage involves carrier?
3. Has a central receiving and inspection line been established?
4. Upon receipt of property, is an accurate check being made as to identity, quantity, and condition?
5. Are boxes, crates, cartons, metal containers, and cushioning materiel saved and forwarded to the base packing activity for reuse in processing off-base shipments?
6. Is property tagged "Reparable" that is obviously beyond economical repair, condemned and sent to salvage?
7. Is SF Form 364, "Report of Discrepancy," being prepared to advise the shipping agency of problems with packaging and handling?
8. Is SF Form 364 prepared to advise the ship-ping agency (consignor) of discrepancies in shipment?
9. When quantity received differs from quantity actually shipped, is certificate to this effect placed on document?
10. Is intransit data card (IDC) being completed/prepared for all transportation priority one (TP-1) parcel post receipts?
11. Are oldest transactions processed tint-priorities excepted?
12. Are extract receiving documents being properly marked?
13. What action is taken when the shipping document is incorrect or missing?
14. Are receiving reports, DD Form 250, "Materiel Inspection and Receiving Report," prepared and distributed promptly?
15. Is there a backlog of unprocessed documents in this unit and has the base supply officer been so informed?
16. Is the flow of materiel and paperwork from central receiving being delayed?
17. Are completed documents clearing this unit at regular and frequent intervals?
18. Are turn-ins of large quantities of unserviceable (reparable) property screened to determine if the accumulation is the result of failure to turn in unserviceable (reparable) property at prescribed intervals and is the base supply officer informed when violations are observed?
19. Are supplies found on base being turned in properly?
20. Are component parts recovered as a result of repair or reclamation turned in to the receiving and classification unit?
21. Is receiving expeditiously processing missile materiel to maintenance activity and/or storage?
22. Is the base supply officer informed when organizations do not comply with established turn-in schedules?
23. Does the unit supervisor inspect frequently to ensure that personnel handling materiel at unloading stations are properly supervised and the precautions taken to prevent damage to incoming and outgoing shipments?

24. Are pertinent directives and changes in procedures brought to the attention of all concerned?
25. Are hazardous materials that come into receiving for processing moved as expeditiously as possible to their designated storage locations to preclude accidental damage or potential safety hazard?
26. When hazardous materials are received without required identifications/labelings/markings, are deficiency reports prepared according to the applicable regulations (SF 361, "Transportation Discrepancy Report," AFR 400-54; and SF 364) and sent to the responsible organizations?
27. Are controls being utilized for receiving/processing pilferable/sensitive/classified items?
28. Is full utilization being made of personnel and equipment for unloading carriers?
29. Are security checks made and maintained as necessary?
30. Are adequate safety provisions being enforced?
31. For ALCs' Air Terminals: Is terminating freight checked against inbound manifests to ensure each shipment is complete?
32. For ALCs' Air Terminals: After checking terminating freight, is materiel moved as expeditiously as possible to central receiving?
33. For ALCs' Surface Terminals: Is dock space and time of day available being provided for use in expeditiously unloading trucks?
34. For ALCs: Are rail cars being spotted for unloading as quickly as possible?
35. For ALCs - Local Purchase - Is advance copy of DD Form 1155, "Order for Supplies or Services," being received from procurement for filing prior to later use in the receipt of materiel?

Attachment 1C-11

CHECKLIST--MAINTENANCE SUPPORT DIVISION

1C11.1. Bench Stocks.

1. Are bench stocks established for the principal maintenance activities?
2. Do supply personnel replenish, deliver, and bin bench stock items?
3. Is a quarterly review made of bench stock authorization lists?
4. Are stock levels reviewed at least quarterly and adjusted when necessary?
5. Is each bench stock item reviewed by supply personnel not less than weekly?
6. Are master bench stock cards or documents kept current?
7. Are excess stocks returned promptly to base supply?
8. Are bench stock management reports furnished major commands when required?

1C11.2. Repair Cycle Asset Control.

1. Are repair cycle supply points located at all maintenance activities?
2. Do supply personnel replenish, deliver, and bin items for repair cycle supply points?
3. Are repair cycle stocks due in from maintenance inventoried annually?
4. Is base supply receiving a copy of the turn-in document when condemned repair cycle items are routed directly to redistribution and marketing?
5. Are repair cycle listings reviewed at least quarterly and adjusted as necessary?
6. Do supply personnel maintain repair cycle cards and documents in current status?
7. Are repair cycle time frames realistic? Accurate?
8. Are awaiting parts items promptly evacuated to the next echelon of repair when retention time limits have expired?
9. Are management reports furnished major commands when required?

Attachment 1C-12**CHECKLIST--FEDERAL CATALOG AND SUPPLY PUBLICATIONS****1C12.1. Checklist-Federal Catalog And Supply Publications.**

1. Are using personnel familiar with the separate indexing of technical orders and supply? (USAF S-2A-1, and TO 00-1A-1). Are Department of Army maintenance lists still being requested through TO 00-1A-1?
2. Are using personnel familiar with USAF S-2A-1, and Department of Defense Handbook H 2-1?
3. Are using personnel familiar with the abbreviation policy contained in the USAF S-2A-1 publication?
4. Are using personnel familiar with procedures for obtaining stock list publications through their publications distribution officer (PDO)? Have requirements been submitted to their PDO for automatic distribution? Are requisitions being submitted for required past issues not obtained through automatic requisition?
5. Is the USAF S-2A-1 (published quarterly), available for establishing files and used as a method of checking currency of files of stock list publications listed in the index?
6. Are the stock list publications on hand limited to only those for which valid requirements exist?
7. If publications are not being received, are they making their needs known to their base PDO?

Attachment 1C-13

CHECKLIST--CHIEF OF SUPPLY/ADMINISTRATION OF BASE EQUIPMENT MANAGEMENT SYSTEM

1C13.1. Checklist-Chief Of Supply/Administration Of Base Equipment Management System.

1. Has the COS been assigned duties other than those prescribed in volume 4, part 1?
2. Has a training/cross-training program been established for COS personnel and property custodians?
3. Are allowance documents reviewed for adequacy?
4. Has a ready reference been established of allowance documents applicable to each specific unit supported by the COS?
5. Are Equipment Action Request forms being processed within a reasonable time?
6. Are AF Forms 601 reviewed for adequate justification?
7. Has a publication requirement table been submitted for allowance documents, stock lists, etc.?
8. Are excesses being processed on a timely basis to base supply?
9. Have EAID records been policed for correct stock numbers and unit costs by the item research section?
10. Are property custodians knowledgeable of their responsibilities delineated by AFR 67-23?
11. Has the chief of supply certified the inventory?
12. Is immediate action taken to correct the out-of-balance conditions on the CA/CRL?
13. Are document control registers properly maintained on a daily basis?
14. Are COS records of vehicular equipment up-to-date? (Including contractor-held vehicles.)
15. Are Registered Equipment Management System (REMS) management products filed for easy reference?

Attachment 1C-14

CHECKLIST--FUELS MANAGEMENT OFFICER**1C14.1. Checklist-Fuels Management Officer.****Table 1C14.1. Checklist and References.**

	SAFETY	REFERENCES
1	Has the FMFC ensured personnel are provided with protective equipment?	AFI 23-201, para 3.1
2	Has the FMFC ensured the two-person policy is in use?	AFI 23-201, para 3.3
3	Are equipment and facilities inspected prior to use?	AFI 23-201, para 6.13 and T.O. 37-1-1, Ch 4
4	Are procedures established to prevent overfilling of tanks?	T.O. 37-1-1, para 3-1e
5	Are emergency switches properly identified and tested monthly while the system is operated?	T.O. 37-1-1, para 4-13b
6	Are flight line servicing restrictions followed during refueling operations?	T.O. 00-25-172, para 4-16
7	Are vent/pressure fans turned on before entering enclosed pump rooms and pits?	AFM 85-16, para 1-19
8	Are emergency showers and eye baths available in all fuels handling areas?	AFOSH Std 127-32, Ch 4
9	Has the FMFC established controls over the wearing of rings, watches, bracelets, necklaces, and other items of jewelry?	AFOSH Std 91-38, par 2.9
	FACILITIES AND EQUIPMENT	REFERENCES
1	Are specific operating instructions and local checklists available for each pumphouse, bulk storage area, hydrant area, service station, or local product handling operation?	AFI 23-201, para 1.21 and 2.6
2	Does management review the number of authorized fueling vehicles biennially or when mission changes dictate to determine if overages or shortages exist?	AFI 23-201, para 5.12
3	Is all data pertaining to fuels operations, preventive maintenance, and quality control collected in the FCC?	AFI 23-201, para 6.2
4	Are adequate procedures in effect to prevent the use of vehicles, equipment, and facilities out of service or in-maintenance?	AFI 23-201, para 6.2
5	Does the FCC meet minimum facility standards?	AFI 23-201, para 6.2 and AFI 32-1024, Standard Facility Requirements
6	Does the FCC properly document all servicings on the AF Form 824, Daily Fuels Request and Servicing Log , or automated equivalent?	AFI 23-201, para 6.8
7	Has a refueling vehicle and equipment inspection program been established?	AFI 23-201, para 6.13
8	Are fuel transport tank trucks/cars inspected for leaks, and cleanliness, as well as fire and safety hazards prior to acceptance?	AFI 23-201, para 6.16
9	Are truck fillstands equipped with the appropriate servicing controls to prevent issue of the wrong grade of fuel?	T.O. 37-1-1, para 3-17

10	Is an AFTO Form 39, Fuel System Inspection and Discrepancy Report, accomplished for each fuel system?	T.O. 37-1-1, para 4-4
11	Are the FMFC or FM and LFM supervisor conducting a monthly inspection of each storage system?	T.O. 37-1-1, para 4-9
12	Are vehicles and equipment properly marked?	T.O. 36-1-3, Ch 3
13	Is the single-point nozzle-to-SPR locking mechanism visually inspected for serviceability prior to each servicing operation?	T.O. 00-25-172, para 5-7g
	QUALITY CONTROL	REFERENCES
1	Has the FMFC ensured all equipment and facilities are sampled and tested when required?	AFI 23-201, para 8.2 and T.O. 42B-1-1
2	Has an effective Danger/Caution Tag program been established to identify and control the removal and isolation of a fuel system when it fails to conform to safety or quality standards?	AFI 23-201, Para 8.2
3	Is contaminated or off-specification product or equipment identified, removed from service, danger tagged, and locked to prevent use?	AFI 23-201, para 8.4
4	Has an aircraft crash kit been assembled and inventoried annually?	AFI 23-201, para 8.5
5	Has the QC&I supervisor established an effective internal inspection program?	AFI 23-201, Chapter 8, Section C
6	Are product settling times observed?	T.O. 42B-1-1, para 3-10
7	Are results of all laboratory tests recorded using the MAPPER system and retained for a minimum of 6 months?	T.O. 42B-1-1, para 5-24a
8	Are the hydrant loop, constant pressure line, filter meter pit, flow-through, or hydrant laterals flushed prior to use if they have been idle in excess of 30 days?	T.O. 37-1-1, para 5-2e
9	Is no more than 10 gallons of flammable liquid stored in the laboratory in an approved container?	AFOSH STD 91-38, para 5.3
10	Are filter separator differential pressures correctly determined and recorded?	T.O. 42B-1-1, para 3-23
11	Are unit's correlation samples results compared with those of the area laboratory?	T.O. 42B-1-1, para 4-4
	CRYOGENICS	REFERENCES
1	Are cryogenic tanks adequately protected from rust and corrosion?	AFI 23-201, para 6.24
2	Are LOX carts that are defective and have a red 'X' condition rejected and not filled?	AFI 23-201, para 6.24
3	Is cryogenic handling equipment clean, dry, and free of oil or grease?	AFM 161-30, Vol II, para 18.5
4	Are AFTO Forms 244, Industrial/Support Equipment Record, and AFTO Forms 95, Significant Historical Data, maintained on cryogenic tanks and equipment?	T.O. 00-20-7, Ch 3
5	Has an effective cryogenics conservation program been established?	AFI 23-201, para 6.17
6	Are cryogenic tank vacuum readings maintained within the proper range?	T.O. 37C2-8-1-116WC-1, 1-004, Item 19
7	Is each LOX cart sampled after the first fill each day for odor, and the results recorded on AFTO Form 134, Aviator Breathing Oxygen	T.O. 42B6-1-1, para 3-26

	Servicing Trailer Log (Liquid/Gaseous), and the MAPPER program?	
	TRAINING	REFERENCES
1	Has the FMFC ensured only fully trained and certified personnel perform fuels and cryogenics handling operations?	AFI 23-201, para 1.11
2	Does the Fuels Control Center maintain a list of personnel who are qualified for each type of equipment assigned, to include the operation of emergency generators?	AFI 23-201, para 10.2
	READINESS	REFERENCES
1	Has the FMFC prepared a Fuels Emergency Support Plan?	AFI 23-201, para 5.1
2	Are minimum/maximum inventories maintained in accordance with the Inventory Management Plan?	AFI 23-201, para 5.7
3	Has the FMFC reviewed the Designed Operational Capability (DOC) statements and ensured tasked personnel and equipment are in deployment-ready status?	AFI 23-201, para 5.2
4	Is the Fuels Mobility Support Kit maintained with all required items?	AFI 23-201, para 5.2
5	Were any inviolate inventory level violations lasting longer than 72 hours fully justified and reported to the applicable Defense Fuels Region and MAJCOM?	AFI 23-201, para 5.7
6	Are emergency generators available to support emergency power requirements identified in the base supplement to AFI 23-201 and the base support plan?	AFI 23-201, para 5.9
7	Are personnel responsible for Bulk Petroleum Contingency Report (REPOL) reporting knowledgeable of correct procedures?	AFI 23-201, para 7.3
8	Have sufficient personnel to meet DOC statement taskings been scheduled for Air Transportable Hydrant Refueling System and Aerial Bulk Fuel Delivery System training?	AFI 23-201, para 9.6
9	Have the transactions in FAMS-B's data base been reconciled with transactions in FAMS-A's data base?	AFM 67-413, para 23.4
	RESOURCE PROTECTION	REFERENCES
1	Has adequate resource protection been provided for fuel servicing equipment and facilities to prevent contamination, pilferage, sabotage, and accidental damage?	AFI 23-201, para 4.2
2	Has proper key control been established?	AFI 23-201, para 6.7
	ENVIRONMENTAL	REFERENCES
1	Has the FMFC ensured personnel are aware of leak detection, corrosion control, and spill overfill protection as defined in 40 Code of Federal Regulations (CFR) 280 for underground storage tanks and related piping systems?	AFI 23-201, para 1.5 and Atch 11
2	Is the FMFC familiar with the Base Oil and Hazardous Substance Pollution Contingency Plan and Spill Prevention, Control and Countermeasures plan? Are all fuels personnel trained in their responsibilities under these plans?	AFI 23-201, Atch 11
3	Is water PROHIBITED from accumulating in pits and outlets?	T.O. 37-1-1, para 4-11g
4	Is there spill containment/clean-up equipment available to control spills	40 CFR 112.7(C)

	and prevent spilled materials from reaching surrounding waters?	
5	Do the FCC and the training elements maintain a list of all personnel who have received HAZMAT training?	AFI 23-201, para 10.2

Attachment 1C-15

CHECKLIST--BASE ITEM MANAGER -- SPECIAL INVENTORY**1C15.1. Checklist-Base Item Manager-Special Inventory.****Table 1C15.1. Checklist.**

1	Have all accountable records (serviceable, unserviceable, incomplete and forward supply point assets) been considered?
2	Have all maintenance assets (floating stock, due-in from maintenance, on work order, due-out to maintenance and bench stocks) been considered?
3	Have hand receipts to tenants been considered?
4	Have enroute and war readiness spares kits been considered?
5	Has all installed equipment (bench mock-ups, training devices, test equipment, aircraft, aerospace ground equipment, programmed communication support program) been considered?
6	Was the document cut-off and control effective?
7	Have all interchangeable and substitute items been reviewed?
8	Have all discrepancies been researched?
9	Have all records been corrected?
10	Is an unacceptable inventory adjustment supported by a report of survey?

Attachment 1D-1

RESERVED

1D1.1. Reserved For Future Use.

Attachment 1E-1

SAMPLE MESSAGE FORMAT - SUPPLY DIFFICULT REPORT

1E1.1. Sample Message Format-Supply Difficult Report.

Figure 1E1.1. Sample Message Format.

NOTE: Complete all other message elements in accordance with administrative instructions.

Attachment 1E-2

CONTACT POINTS FOR SUPPLY DIFFICULTIES

1E2.1. Supply difficulties involving funding, manpower, or policy must be directed through AF operating command channels to HQ AFMC (paragraph 1.63.2.). The major command, in coordination with HQ AFMC, may refer the problem to HQ USAF.

1E2.2. Difficulties involving AF managed items will be directed to the ALC exercising either item or weapon system management responsibility for the deficient item. An information copy will be furnished the appropriate SPD. Supply difficulties will be directed to each ALC as follows:

Table 1E2.1. Contact Points.

ALC	Office Symbol	DSN	E-Mail Address
OC-ALC	TICL	336-5050	micap@ocdis01.af.mil
OO-ALC	LAOPS	458-6287	laopsc@hafb.af.mil
SA-ALC	LDIS	945-9120	vsalazar@sadis01.af.mil
SM-ALC	TILC	633-6264	fd2040@smdis01.af.mil
WR-ALC	LZBMA	468-5961	wrmicap@wrdis01.af.mil

*These telephone numbers apply only during normal business hours.

1E2.3. Difficulties involving DLA managed items will be submitted by letter or message (AF Form 1667, "Supply Difficulty Report," is not authorized) to the field service office of the center exercising item management responsibility for the deficient item. An information copy will be furnished the appropriate SPM/IM ALC. The following mail symbols and E-mail symbols apply:

Table 1E2.2. Contact Points.

DLA CENTER	MAIL SYMBOL	E-MAIL ID
Defense Personnel Support Center	(S9P) DPSC-HOP	
	(S9S) DPSC-HON	
	(S9M) DPSC-M0E	(medesoc@dpsec.dla.mil)
	(S9T) DPSC-FOE	(dpsecfesoc@dpsec.dla.mil)
Defense Construction Supply Center	(S9C) DCSC-0SE	(esoc@dcsc.dla.mil)
Defense Electronics Supply Center	(S9E) DESC-0SE	(esoc@desc.dla.mil)
Defense General Supply Center	(S9G) DGSC-0SE	(esocsar@dgsc.dla.mil)
Defense Industrial Supply Center	(S9I) DISC-0SE	(discocedisc.dla.mil)
Defense Fuel Supply Center	(S9F) DFSC-OS	

1E2.4. Difficulties involving GSA managed items will be submitted by letter (AF Form 1667 is not authorized) to the regional director, GSA, Federal Supply Service of the region concerned. An information copy of the supply difficulty will be furnished the appropriate SPM/IM ALC. The following mail addresses apply:

Region 1: 10 Causeway Street, 9th Floor, Boston MA 02222-1078

Region 2: 26 Federal Plaza, New York NY 10278

Region 3: 9th and Market Streets, Philadelphia PA 19107

Region 4: 75 Spring Street, Atlanta GA 30303

Region 5: 230 South Dearborn Street, Chicago IL 60604

Region 6: 4400 College Blvd. Suite 175, Overland Park KS 66211

Region 7: 819 Taylor Street, Fort Worth TX 76102

Region 8: P.O. Box 25506, Denver CO 80225-0506

Region 9: 525 Market Street, San Francisco CA 94105

Region 10: GSA Center, Auburn WA 98001

Region W: 7th and D Streets, SW, Washington DC 20407

1E2.5. Difficulties involving noncataloged (part numbered) items will be referred to the SPM/IM, TO/end article IM, or the agency concerned, by AF Form 1667 when submitting to AF SPM/IM or TO/end article IM, and by letter to other services, DLA, or GSA.

1E2.6. Difficulties involving items with materiel management codes "CA," "CI," and "CS" (part 2, chapter 2) will be addressed to the Air Force Cryptologic Support Center (AFCSC), San Antonio TX 78243.

Attachment 1E-3

SAMPLE MILSTRIP MESSAGE - SUPPLY ASSISTANCE REQUEST

1E3.1. Sample MILSTRIP Message-Supply Assistance Request.

Figure 1E3.1. Sample MILSTRIP Message.

Attachment 1E-4

RESERVED

1E4.1. Reserved for Future Use.

Attachment 1F-1

FORMAT FOR CHAFF ANNUAL REQUIREMENTS FORECAST**1F1.1. Format For Chaff Annual Requirements Forecast.**

COMMAND: _____

RCS: MTC-FM(A)8803

AS OF: 31 December _____

Net Requisitioning Requirements Forecast (Noncumulative by Quarter)

Table 1F1.1. Annual Requirements Forecast.

NSN	SYSTEM	1	2	3	4	5	6	7	8	9	10	11	12

Table 1F1.2. Type, NSN, and System.

TYPE	NSN	SYSTEM
RR-112A	5865-01-240-4339EW	ALE 24/27
RR-149A	5865-01-240-3478EW	ALE 24/27
RR-ZZZ	5865-ND-149-630LEW	ALE 24/27
RR-113	5865-00-823-9219EW	ALE 24/27
RR-171	5865-00-522-6238EW	ALE 38

Attachment 1G-1

RESERVED

1G1.1. Reserved For Future Use.

Attachment 1H-1

RESERVED

1H1.1. Reserved For Future Use.

Attachment 1I-1

RESERVED

1I1.1. Reserved For Future Use.

Attachment 1J-1
RESERVED

1J1.1. Reserved for Future Use.

Attachment 1K-1

FORMAT FOR VOLUNTEER LETTER

1K1.1. Format for Volunteer Letter.

MEMORANDUM FOR (Organization Commander)

FROM: (Individual)

SUBJECT: Request for Wholesale Logistics Enlisted Career Broadening Experience
Assignment Consideration

TO: (Organization Commander)

1. Request consideration for the Wholesale Logistics Enlisted Career Broadening Experience Program as outlined in AFMAN 23-110, Volume 1, Part 1, Chapter 1, Section 1K. The following personal data supports this request.

- a. Name: _____
- b. Grade: _____
- c. SSN: _____
- d. Organization and Phone Number: _____

2. I fully understand that I may be selected for any of the wholesale assignments. However, my order of preference is reflected in attachment four.

(Signature)
(Typed Name and Grade)

5 Attachments

- 1. Duty positions for last 10 years
- 2. Professional Military Education,
awards and decorations list
- 3. Last 10 APR/EPRs
- 4. Assignment preference list
- 5. Resume

1st Ind,

MEMORANDUM FOR (MAJCOM Chief, Supply Division)

Recommend (name of volunteer) for Wholesale Logistics Enlisted Career Broadening Experience Program assignment consideration.

(Organization Commander Signature)
(Typed Name, Grade, Organization)

2nd Ind,

MEMORANDUM FOR HQ USAF/ILSP

Recommend (name of volunteer) for the Wholesale Logistics Enlisted Career Broadening Experience Program.

(MAJCOM Chief, Director of Supply Division)
(Typed Name, Grade, Organization)

Personal Data – Privacy Act of 1974 Applies